

2000 - 2001

OCCUPATIONAL OUTLOOK
AND
TRAINING DIRECTORY

***SIERRA, NEVADA, PLACER,
EL DORADO, ALPINE
COUNTIES***

product of:

CALIFORNIA COOPERATIVE OCCUPATIONAL
INFORMATION SYSTEM

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GOLDEN SIERRA JOB TRAINING AGENCY

STATE OF CALIFORNIA
EMPLOYMENT DEVELOPMENT DEPARTMENT

CALIFORNIA OCCUPATIONAL INFORMATION
COORDINATING COMMITTEE

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<http://www.calmis.ca.gov>

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INTRODUCTION

The Labor Market Information and Vocational Training Information in this annual publication have been compiled through a cooperative effort between Golden Sierra Job Training Agency and Labor Market Information Division of the State of California Employment Development Department, as part of the California Cooperative Occupational Information System (CCOIS). Agencies such as California Community Colleges, Council for Private Postsecondary and Vocational Education, California Department of Commerce, Department of Rehabilitation, Department of Social Services, Employment Training Panel, and the State Department of Education have a vital role in the operation of the CCOIS.

Should you have any questions regarding the information in this report, please contact Carol Viola, Golden Sierra Job Training Agency, at (530) 265-3201.

Occupational Outlook Summaries

The information included in the Occupational Outlook summaries is based on confidential surveys with employers within the Golden Sierra area (*Alpine, El Dorado, Nevada, Placer, and Sierra Counties*). The methods used to collect this information were designed and followed with the intention of collecting accurate and unbiased data.

The occupations summarized in this publication are listed in alphabetical order on the Table of Contents page. If you are a first time user of this publication, please read the section in the appendix entitled *Definitions and Terminology*. Those who want a thorough understanding of the data and its strengths and limitations will also want to read the section on *Program Methods*.

The information reported in the occupational summaries can be used by a variety of organizations and individuals for many different purposes. Some possible uses are listed below:

Career Decisions

Career counselors and job seekers can make informed occupational choices based on skills, abilities, interests, education, and personal needs. The localized information is easy to read and includes employer requirements and preferences, wages, labor demand, and sources of employment.

Program Planning

This report provides local planners and administrators with information on employment and training, as well as occupational size and expected growth rate. Program planners can use this data to evaluate, improve, and eliminate programs or to plan new programs.

Curriculum Design

Training providers can assess and update their curriculums based on current employer needs and projected trends, as indicated in this report.

Economic Development

Local government agencies and economic development organizations will find information on the labor pool, such as occupational size, expected growth rates, and wages, useful in determining the potential for business growth and development in our labor market area.

Program Marketing

Training providers can effectively market their programs by informing students, employers, and others that the chances of job placement are much greater because their training programs are developed using reliable local occupational data.

Human Resource Management

Small business owners and large corporate human resource directors alike can use this report to help determine competitive wages and benefits, improve their recruitment methods, and assess the availability of qualified workers for business relocation or expansion purposes.

Vocational Training Directory

The Vocational Training Directory is intended to be a “first reference” resource with basic information on vocational training programs available within the Golden Sierra area. It should be a valuable asset to career counselors, vocational planners, recruitment personnel, and others. This directory includes information on training programs offered through Community Colleges, Regional Occupational Programs (ROP’s), Adult Education, and Private Schools. Data was collected for this directory in November of 2000.

The validity of this information is based solely on the honesty of the training provider. Individuals who use this information are encouraged to contact the training provider to verify the accuracy of the information.

We would like to thank Sugar Pine Studios for the cover photo of North Lake Tahoe.

2000

OCCUPATIONAL SUMMARIES

2000 Occupational Summaries

Animal Health Technicians

Automotive Body and Related Repairers

Automotive Mechanics

Computer Aided Design Technicians

Computer Graphics Specialists

Computer Programmers, Including Aides

Cooks – Specialty Fast Food

Customer Service Representatives

Human Service Workers

Instructional Aides

Loan and Credit Clerks

Managers - Retail Store

Network Control Technicians

Nurse Practitioners

Pharmacy Technicians

Physicians' Assistants

Receptionists and Information Clerks

Teachers – Special Education

Truck Drivers, Light – Including Delivery and Route Workers

Waiters and Waitresses

Animal Health Technicians

OES Code 079361999

DESCRIPTION

Animal Health Technicians assist veterinary staff to diagnose and treat animals for injury and illness, applying knowledge of veterinary medical assisting procedures and techniques and following directions of veterinary staff.

WAGES AND BENEFITS

WAGES

<i>Non-Union/Collective Bargaining</i>	<i>Low</i>	<i>High</i>	<i>Median</i>
New Hire, No Experience	\$6.00	\$10.00	\$8.00
New Hire, Experienced	\$6.50	\$11.00	\$9.00
Experienced, 3 Yrs w/firm	\$9.00	\$13.15	\$11.00

BENEFITS – Full-time Employment

	<i>Employer Pays All</i>	<i>Share Cost</i>	<i>Employee Pays All</i>	<i>Not Provided</i>
Medical Insurance	43%	33%	0%	5%
Dental Insurance	19%	14%	5%	43%
Vision Insurance	0%	19%	5%	57%
Life Insurance	5%	5%	5%	67%
Sick Leave	67%	0%	0%	14%
Vacation	81%	0%	0%	0%
Retirement Plan	19%	19%	10%	33%
Child Care	0%	0%	5%	76%

SIZE OF OCCUPATION

RANGE - Small – Less than 238 workers

GENDER - Male 6%, Female 94%

SUPPLY AND DEMAND

Firms report it is very difficult to find qualified applicants who have prior experience. Applicants encounter no competition in their job search.

Firms report it is very difficult to find qualified applicants who have no prior experience. Applicants encounter no competition in their job search.

HIRING METHODS

Employee Referrals	57%
Colleges/Universities	14%
Internet	0%
Trade Journals	0%
Walk-in Applicants	52%
Newspaper Ads	57%
Private Employment Agencies	0%
School/Program Referrals	62%
EDD	0%
In-house Promotion/Transfer	33%
Other	5%

PROJECTIONS

GROWTH RATE - Slower than average
(3.3% annually)

Golden Sierra Job Training Agency - Alpine, El Dorado, Nevada, Placer, and Sierra Counties

Animal Health Technicians

21 Firms Responding

Surveyed Summer 2000

WHERE THE JOBS ARE

Veterinary Services Specialties 100.0%

OTHER INFORMATION

SHIFTS

Day.....100%
Swing.....10%
Graveyard..... 5%
Other..... 5%

HOURS

Almost all employers offer work on a full time basis averaging 39 hours per week. Most employers offer work on a part time basis averaging 25 hours per week. Few employers offer work on a temporary basis averaging 10 hours per week. Few employers offer work on a seasonal basis averaging 25 hours per week.

All = 100%, **Almost All** = 80% to 99%, **Most** = 60% to 79%,
Many = 40% to 59%, **Some** = 20% to 39%, **Few** = less than 20%.

Wages: Few employers offer a bonus ranging from \$.13 to \$5.75 per hour.

OTHER RELATED INFORMATION SOURCES

DOT Code # 079.361-014
CA Occupational Guide # 402
OES Code # 329510, 798060

EMPLOYER REQUIREMENTS

EXPERIENCE

	Work Experience Required	Training as a Substitute for Experience
Yes	88%	70%
No	12%	30%

QUALIFICATIONS

Technical: Ability to write legibly, write effectively, perform basic mathematical computations, read and follow instructions, use a computer, take vital signs, administer emergency first aid and give injections. Should possess skills in oral communication, telephone answering and record keeping. Knowledge of inventory techniques, medical terminology, blood withdrawal, sterilization techniques, laboratory procedures, x-ray equipment and orthopedic care. Possession of Animal Health Care Certificate.

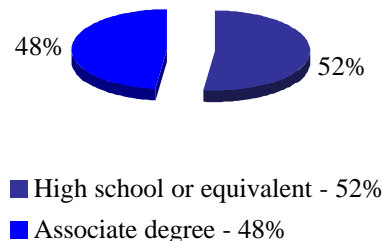
Physical: Ability to lift at least 50 lbs.

Personal: Ability to work independently, work under pressure, and handle crisis situations. Willingness to work with close supervision.

Legally Mandated Requirements: None identified

EDUCATION

Surveyed employers reported the following educational levels required for recent hires:



Automotive Body and Related Repairers

OES Code 853050

DESCRIPTION

Automotive Body and Related Repairers repair, repaint, and refinish automotive vehicle bodies, straighten vehicle frames, and replace damaged vehicle glass.

WAGES AND BENEFITS

WAGES

<i>Non-Union/Collective Bargaining</i>	<i>Low</i>	<i>High</i>	<i>Median</i>
New Hire, No Experience	\$5.75	\$8.00	\$7.25
New Hire, Experienced	\$8.00	\$22.00	\$16.00
Experienced, 3 Yrs w/firm	\$9.59	\$25.00	\$19.75

BENEFITS – Full-time Employment

	<i>Employer Pays All</i>	<i>Share Cost</i>	<i>Employee Pays All</i>	<i>Not Provided</i>
Medical Insurance	24%	41%	0%	35%
Dental Insurance	18%	12%	0%	71%
Vision Insurance	6%	6%	0%	88%
Life Insurance	6%	6%	12%	76%
Sick Leave	24%	0%	0%	76%
Vacation	71%	6%	0%	24%
Retirement Plan	12%	12%	6%	71%
Child Care	0%	0%	6%	94%

SIZE OF OCCUPATION

RANGE - Medium – 238 to 475 workers

GENDER - Male 96%, Female 4%

SUPPLY AND DEMAND

Firms report it is very difficult to find qualified applicants who have prior experience. Applicants encounter no competition in their job search.

Firms report it is very difficult to find qualified applicants who have no prior experience. Applicants encounter no competition in their job search.

HIRING METHODS

Employee Referrals	82%
Colleges/Universities	0%
Internet	0%
Trade Journals	0%
Union Hall Referrals	0%
Walk-in Applicants	76%
Newspaper Ads	76%
School/Program Referrals	6%
EDD	0%
In-house Promotion/Transfer	0%
Other	24%

PROJECTIONS

GROWTH RATE - Average
(3.6% annually)

Automotive Body and Related Repairers

17 Firms Responding

Surveyed Summer 2000

WHERE THE JOBS ARE

Top and body repair and paint shops	58.1%
General automotive repair shops	6.0%
Other	35.9%

OTHER INFORMATION

SHIFTS

Day.....	100%
Swing.....	12%
Graveyard.....	0%

HOURS

All employers offer work on a full time basis averaging 43 hours per week. Few employers offer work on a temporary basis averaging 10 hours per week. Few employers offer work on a seasonal basis averaging 25 hours per week.

Wages: Few employers offer a bonus or commission ranging from \$2.56 to \$9.59 per hour.

All = 100%, **Almost All** = 80% to 99%, **Most** = 60% to 79%, **Many** = 40% to 59%, **Some** = 20% to 39%, **Few** = less than 20%.

OTHER RELATED INFORMATION SOURCES

DOT Code # 807.381-010
CA Occupational Guide # 68

EMPLOYER REQUIREMENTS

EXPERIENCE

	Work Experience Required	Training as a Substitute for Experience
Yes	92%	62%
No	8%	38%

QUALIFICATIONS

Technical: Ability to install vehicle glass. Ability to operate power hand tools. Ability to apply various painting techniques and skills. Skill in working with fiberglass. Masking skills. Welding skills.

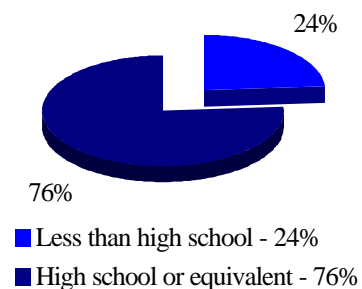
Physical: Ability to lift at least 70 lbs. repeatedly. Ability to tolerate dust and paint fumes. Possession of good color perception.

Personal: Ability to provide own hand tools. Ability to work independently. Willingness to work with close supervision.

Legally Mandated Requirements: None identified

EDUCATION

Surveyed employers reported the following educational levels required for recent hires:



Automotive Mechanics

OES Code 853020

DESCRIPTION

Automotive Mechanics adjust, repair, and overhaul automotive vehicles. They may be designated according to specialties, such as Brake Repairers, Transmission Mechanics, or Front-end Mechanics. Does not include Auto Body Repairers, Bus and Truck Mechanics, Diesel Engine Specialists, and Electrical Systems Specialists.

WAGES AND BENEFITS

WAGES

<i>Non-Union/Collective Bargaining</i>	<i>Low</i>	<i>High</i>	<i>Median</i>
New Hire, No Experience	\$8.00	\$9.00	\$8.00
New Hire, Experienced	\$7.19	\$18.00	\$13.33
Experienced, 3 Yrs w/firm	\$10.79	\$25.00	\$18.00

BENEFITS – Full-time Employment

	<i>Employer Pays All</i>	<i>Share Cost</i>	<i>Employee Pays All</i>	<i>Not Provided</i>
Medical Insurance	47%	35%	0%	18%
Dental Insurance	12%	18%	12%	59%
Vision Insurance	6%	0%	6%	88%
Life Insurance	12%	0%	18%	71%
Sick Leave	29%	0%	0%	71%
Vacation	76%	0%	0%	24%
Retirement Plan	6%	24%	18%	53%
Child Care	0%	0%	0%	100%

SIZE OF OCCUPATION

RANGE - Very Large – More than 1030 workers

GENDER - Male 95%, Female 5%

SUPPLY AND DEMAND

Firms report it is very difficult to find qualified applicants who have prior experience. Applicants encounter no competition in their job search.

Firms report it is very difficult to find qualified applicants who have no prior experience. Applicants encounter no competition in their job search.

HIRING METHODS

Employee Referrals	71%
Colleges/Universities	0%
Internet	0%
Trade Journals	6%
Union Hall Referrals	0%
Walk-in Applicants	76%
Newspaper Ads	76%
School/Program Referrals	0%
EDD	6%
In-house Promotion/Transfer	18%
Other	0%

PROJECTIONS

GROWTH RATE – Slower than average
(3.0% annually)

Golden Sierra Job Training Agency - Alpine, El Dorado, Nevada, Placer, and Sierra Counties

Automotive Mechanics

17 Firms Responding

Surveyed Summer 2000

WHERE THE JOBS ARE

New and used car dealers	37.4%
General automotive repair shops	18.9%
Gasoline service stations	11.0%
Auto and home supply stores	8.4%
Other	24.3%

OTHER INFORMATION

SHIFTS

Day.....	100%
Swing.....	6%
Graveyard.....	0%

HOURS

All employers offer work on a full time basis averaging 42 hours per week. Few employers offer work on a part time basis averaging 19 hours per week.

Wages: Few employers offer a bonus ranging from \$.58 to \$1.48 per hour. A few employers offer wages paid by commission only.

All = 100%, **Almost All** = 80% to 99%, **Most** = 60% to 79%, **Many** = 40% to 59%, **Some** = 20% to 39%, **Few** = less than 20%.

OTHER RELATED INFORMATION SOURCES

DOT Code # 620.261-010
CA Occupational Guide # 24

EMPLOYER REQUIREMENTS

EXPERIENCE

	Work Experience Required	Training as a Substitute for Experience
Yes	100%	18%
No	0%	82%

QUALIFICATIONS

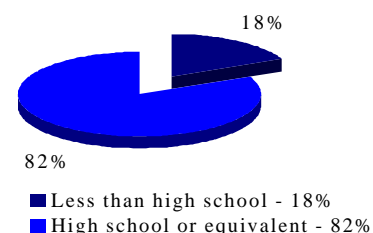
Technical: Ability to operate electronic automotive diagnostic equipment. Ability to repair brakes, vehicle heaters, emission controls, air fuel injection systems, vehicle air conditioners, and carburetors. Ability to implement safe work practices. Ability to tune up engines. Arc and gas welding skills. Front end alignment skills. Certified as a Smog Control Mechanic. Certified in Auto Service Excellence (ASE). Certified in auto air conditioning maintenance and repair. Possession of a Brake Check Certificate. Possession of a valid driver's license.

Personal: Ability to work independently. Willingness to work with close supervision. Public contact skills. Possession of a good DMV driving record.

Legally Mandated Requirements: Not required, except for individuals who want to be licensed as smog check technicians or brake/lamp adjusters.

EDUCATION

Surveyed employers reported the following educational levels required for recent hires:



Computer Aided Design Technician

OES Code 003362999

DESCRIPTION

Computer Aided Design Technicians operate computer-aided design systems and peripheral equipment to draft and modify drawings from rough or detailed sketches or notes to specified dimensions for manufacturing, construction, engineering or other purposes. They utilize knowledge of various CAD programs, machines, engineering practices, mathematics, building materials, and other physical sciences to complete drawings.

WAGES AND BENEFITS

WAGES

<i>Non-Union/Collective Bargaining</i>	<i>Low</i>	<i>High</i>	<i>Median</i>
New Hire, No Experience	\$10.00	\$10.00	\$10.00
New Hire, Experienced	\$12.00	\$16.78	\$14.03
Experienced, 3 Yrs w/firm	\$15.00	\$21.58	\$17.00

<i>Union/Collective Bargaining</i>	<i>Low</i>	<i>High</i>	<i>Median</i>
New Hire, No Experience	\$13.73	\$13.73	\$13.73
New Hire, Experienced	\$15.17	\$15.82	\$15.34
Experienced, 3 Yrs w/firm	\$17.56	\$19.23	\$19.18

BENEFITS – Full-time Employment

	<i>Employer Pays All</i>	<i>Share Cost</i>	<i>Employee Pays All</i>	<i>Not Provided</i>
Medical Insurance	73%	20%	0%	7%
Dental Insurance	47%	7%	0%	47%
Vision Insurance	27%	7%	0%	67%
Life Insurance	73%	0%	0%	27%
Sick Leave	80%	0%	0%	20%
Vacation	93%	0%	0%	7%
Retirement Plan	40%	40%	7%	13%
Child Care	0%	0%	0%	100%

SIZE OF OCCUPATION

RANGE - Medium – 238 - 475 workers

GENDER - Male 79%, Female 21%

SUPPLY AND DEMAND

Firms report it is very difficult to find qualified applicants who have prior experience. Applicants encounter no competition in their job search.

Firms report it is not difficult to find qualified applicants who have no prior experience. Applicants encounter a very competitive job market.

HIRING METHODS

Employee Referrals	53%
Colleges/Universities	20%
Internet	20%
Trade Journals	0%
Union Hall Referrals	0%
Walk-in Applicants	33%
Newspaper Ads	80%
Private Employment Agencies	7%
School/Program Referrals	0%
In-house Promotion/Transfer	13%
Other	20%

PROJECTIONS

GROWTH RATE - Faster than average
(4.9% annually)

Computer Aided Design Technician

15 Firms Responding

Surveyed Summer 2000

WHERE THE JOBS ARE

Engineering services	27.7%
Architectural services	11.3%
Computer terminals	8.2%
Employment agencies	6.8%
Radio & TV communications equipment	6.5%
Other	39.5%

OTHER INFORMATION

SHIFTS

Day.....	100%
Swing.....	0%
Graveyard.....	0%

HOURS

All employers offer work on a full time basis averaging 40 hours per week. Few employers offer work on a part time basis averaging 30 hours per week.

All = 100%, **Almost All** = 80% to 99%, **Most** = 60% to 79%,
Many = 40% to 59%, **Some** = 20% to 39%, **Few** = less than 20%.

Wages: Few employers offer a bonus ranging from \$.48 to \$.96 per hour.

OTHER RELATED INFORMATION SOURCES

CA Occupational Guide # 338
OES Code #225140

EMPLOYER REQUIREMENTS

EXPERIENCE

	Work Experience Required	Training as a Substitute for Experience
Yes	100%	87%
No	0%	13%

QUALIFICATIONS

Technical: Ability to draw and work from sketched plan, read blueprints, read working drawings, work from engineering sketches, interpret data, use geometric dimensioning and tolerancing techniques, and visualize 3-D objects from 2-D drawings. Should possess skills in drafting, mechanical drawing, and computer integrated manufacturing (CIM). Knowledge of software applications and trigonometry. Understanding of construction terms.

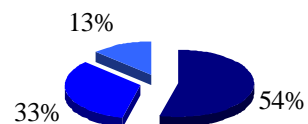
Physical: Ability to concentrate for long periods of time. Possess good vision.

Personal: Ability to work independently. Willingness to work with close supervision.

Legally Mandated Requirements: None identified

EDUCATION

Surveyed employers reported the following educational levels required for recent hires:



- High school or equivalent - 54%
- Associate degree - 33%
- Bachelor degree - 13%

Computer Graphics Specialists

OES Code 030064997

DESCRIPTION

Computer Graphics Specialists create computer graphic designs and artwork to illustrate subject consumption of materials, products or services, and to influence others in their opinions of individuals, organizations, products or services. Graphics and artwork are created with computer modeling and graphics software. They may edit, add color, texture, and motion to graphics with a computer.

WAGES AND BENEFITS

WAGES

<i>Non-Union/Collective Bargaining</i>	<i>Low</i>	<i>High</i>	<i>Median</i>
New Hire, No Experience	\$6.50	\$7.00	\$7.00
New Hire, Experienced	\$6.50	\$15.34	\$10.00
Experienced, 3 Yrs w/firm	\$8.00	\$17.00	\$12.00

BENEFITS – Full-time Employment

	<i>Employer Pays All</i>	<i>Share Cost</i>	<i>Employee Pays All</i>	<i>Not Provided</i>
Medical Insurance	44%	38%	0%	6%
Dental Insurance	19%	25%	0%	44%
Vision Insurance	6%	25%	0%	56%
Life Insurance	13%	13%	6%	56%
Sick Leave	50%	6%	6%	25%
Vacation	63%	6%	6%	13%
Retirement Plan	13%	19%	6%	50%
Child Care	0%	0%	6%	81%

SIZE OF OCCUPATION

RANGE - Small – Less than 238 workers

GENDER - Male 38%, Female 62%

SUPPLY AND DEMAND

Firms report it is moderately difficult to find qualified applicants who have prior experience. Applicants encounter little competition in their job search.

Firms report it is very difficult to find qualified applicants who have no prior experience. Applicants encounter no competition in their job search.

HIRING METHODS

Employee Referrals	44%
Colleges/Universities	13%
Internet	31%
Trade Journals	0%
Walk-in Applicants	31%
Newspaper Ads	88%
Private Employment Agencies	13%
School/Program Referrals	13%
EDD	0%
In-house Promotion/Transfer	13%
Other	13%

PROJECTIONS

GROWTH RATE - Much faster than average (6.1% annually)

Golden Sierra Job Training Agency - Alpine, El Dorado, Nevada, Placer, and Sierra Counties

Computer Graphics Specialists

16 Firms Responding

Surveyed Summer 2000

WHERE THE JOBS ARE

Newspapers	37.3%
Periodicals	9.8%
Commercial art and graphic design	9.8%
Commercial printing, lithographic	8.8%
Miscellaneous publishing	6.9%
Other	27.4%

OTHER INFORMATION

SHIFTS

Day.....	94%
Swing.....	19%
Graveyard.....	6%
Other.....	6%

HOURS

Almost all employers offer work on a full time basis averaging 41 hours per week. Some employers offer work on a part time basis averaging 30 hours per week. Few employers offer work on a temporary basis averaging 13 hours per week.

All = 100%, **Almost All** = 80% to 99%, **Most** = 60% to 79%, **Many** = 40% to 59%, **Some** = 20% to 39%, **Few** = less than 20%.

Wages: Some employers offer bonuses or commissions ranging from \$.23 to \$2.50 per hour.

OTHER RELATED INFORMATION SOURCES

DOT Code # 979.382-026

EMPLOYER REQUIREMENTS

EXPERIENCE

	Work Experience Required	Training as a Substitute for Experience
Yes	100%	44%
No	0%	56%

QUALIFICATIONS

Technical: Ability to submit portfolio of work. Ability to create cartoons. Ability to interview others for information. Ability to use graphics software. Ability to use desktop publishing software. Ability to write effectively. Graphic arts skills. Freehand drawing skills. Layout and detail skills. Lithographic camera work skills. Computer aided design (CAD) skills.

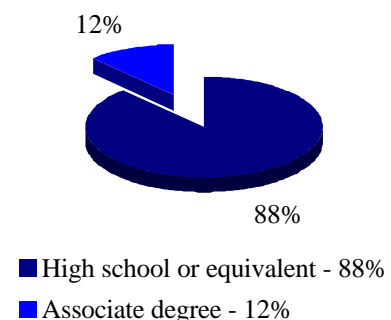
Physical: Manual dexterity. Possession of good color perception.

Personal: Ability to work independently. Ability to work under pressure. Ability to meet deadlines. Willingness to work with close supervision. Imagination and creativity.

Legally Mandated Requirements: None identified

EDUCATION

Surveyed employers reported the following educational levels required for recent hires:



Computer Programmers, Including Aides

OES Code 251051

DESCRIPTION

Computer Programmers, including aides, convert symbolic statements of administrative data, business, scientific, engineering, and other technical problem formulations into detailed logical flow charts for coding into computer language. They develop and write computer programs to store, locate, and retrieve specific documents, data, and information.

WAGES AND BENEFITS

WAGES

<i>Non-Union/Collective Bargaining</i>	<i>Low</i>	<i>High</i>	<i>Median</i>
New Hire, No Experience	\$14.62	\$23.97	\$18.12
New Hire, Experienced	\$16.92	\$31.16	\$23.97
Experienced, 3 Yrs w/firm	\$17.05	\$41.42	\$28.77

BENEFITS – Full-time Employment

	<i>Employer Pays All</i>	<i>Share Cost</i>	<i>Employee Pays All</i>	<i>Not Provided</i>
Medical Insurance	40%	53%	0%	7%
Dental Insurance	40%	47%	0%	13%
Vision Insurance	27%	33%	0%	40%
Life Insurance	33%	27%	7%	33%
Sick Leave	73%	13%	0%	13%
Vacation	87%	13%	0%	0%
Retirement Plan	27%	47%	20%	7%
Child Care	0%	0%	0%	100%

SIZE OF OCCUPATION

RANGE - Medium – 238 to 475 workers

GENDER - Male 86%, Female 14%

SUPPLY AND DEMAND

Firms report it is very difficult to find qualified applicants who have prior experience. Applicants encounter no competition in their job search.

Firms report it is very difficult to find qualified applicants who have no prior experience. Applicants encounter no competition in their job search.

HIRING METHODS

Employee Referrals	67%
Colleges/Universities	20%
Internet	33%
Trade Journals	0%
Union Hall Referrals	0%
Walk-in Applicants	20%
Private Employment Agencies	13%
Newspaper Ads	53%
School/Program Referrals	0%
EDD	0%
In-house Promotion/Transfer	53%

PROJECTIONS

GROWTH RATE - Much faster than average (10.2% annually)

Golden Sierra Job Training Agency - Alpine, El Dorado, Nevada, Placer, and Sierra Counties

Computer Programmers, Including Aides

15 Firms Responding

Surveyed Summer 2000

WHERE THE JOBS ARE

Computer programming services	33.0%
Local government	33.0%
Computer integrated systems design	9.6%
Federal government	7.4%
Other	17.0%

OTHER INFORMATION

SHIFTS

Day.....	100%
Swing.....	0%
Graveyard.....	0%

HOURS

All employers offer work on a full time basis averaging 42 hours per week. Few employers offer work on a temporary basis averaging 5 hours per week.

All = 100%, **Almost All** = 80% to 99%, **Most** = 60% to 79%, **Many** = 40% to 59%, **Some** = 20% to 39%, **Few** = less than 20%.

Wages: Some employers offer a bonus ranging from \$.85 to \$6.11 per hour.

OTHER RELATED INFORMATION SOURCES

DOT Code # 030.162-010
CA Occupational Guide # 81

EMPLOYER REQUIREMENTS

EXPERIENCE

	Work Experience Required	Training as a Substitute for Experience
Yes	92%	36%
No	8%	64%

QUALIFICATIONS

Technical: Ability to write documentation of computer procedures. Ability to write, edit, and debug computer programs for business. Ability to use COBOL, FORTRAN and fourth generation computer languages. Ability to write effectively. Knowledge of mainframe and minicomputer hardware and operating systems. Scientific, engineering and statistical programming skills. Problem solving skills.

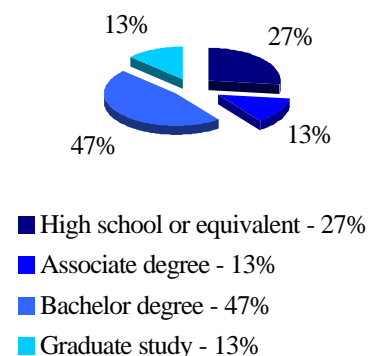
Physical: Ability to perform precision work.

Personal: Ability to work independently. Ability to work under pressure. Willingness to work with close supervision.

Legally Mandated Requirements: None identified

EDUCATION

Surveyed employers reported the following educational levels required for recent hires:



Cooks – Specialty Fast Food

OES Code 650320

DESCRIPTION

Specialty Fast Food Cooks prepare and cook food in a fast food restaurant with a limited menu. The menu and duties of the cooks are limited to one or two basic items, such as hamburgers, chicken, pizza, tacos or fish and chips. The duties of the cook normally involve operating large volume single purpose cooking equipment. Typically, these cooks work in regional or national fast food chain restaurants.

WAGES AND BENEFITS

WAGES

<i>Non-Union/Collective Bargaining</i>	<i>Low</i>	<i>High</i>	<i>Median</i>
New Hire, No Experience	\$5.75	\$7.00	\$6.00
New Hire, Experienced	\$5.75	\$8.00	\$6.00
Experienced, 3 Yrs w/firm	\$6.00	\$12.00	\$8.00

BENEFITS – Full-time Employment

	<i>Employer Pays All</i>	<i>Share Cost</i>	<i>Employee Pays All</i>	<i>Not Provided</i>
Medical Insurance	5%	21%	5%	58%
Dental Insurance	0%	21%	0%	68%
Vision Insurance	0%	21%	0%	68%
Life Insurance	0%	11%	0%	79%
Sick Leave	21%	0%	0%	68%
Vacation	37%	0%	0%	53%
Retirement Plan	5%	5%	5%	74%
Child Care	0%	0%	0%	89%

SIZE OF OCCUPATION

RANGE - Very Large – More than 1030 workers

GENDER - Male 61%, Female 39%

SUPPLY AND DEMAND

Firms report it is very difficult to find qualified applicants who have prior experience. Applicants encounter no competition in their job search.

Firms report it is moderately difficult to find qualified applicants who have no prior experience. Applicants encounter little competition in their job search.

HIRING METHODS

Employee Referrals	74%
Colleges/Universities	0%
Internet	5%
Trade Journals	0%
Union Hall Referrals	0%
Walk-in Applicants	79%
Newspaper Ads	63%
School/Program Referrals	0%
EDD	0%
In-house Promotion/Transfer	26%
Other	11%

PROJECTIONS

GROWTH RATE - Slower than average
(2.6% annually)

Cooks – Specialty Fast Food

19 Firms Responding

Surveyed Summer 2000

WHERE THE JOBS ARE

Eating places	95.2%
Other	4.8%

OTHER INFORMATION

SHIFTS

Day.....	100%
Swing.....	68%
Graveyard.....	16%

HOURS

Almost all employers offer work on a full time basis averaging 38 hours per week. Most employers offer work on a part time basis averaging 22 hours per week. Few employers offer work on a seasonal basis averaging 33 hours per week.

All = 100%, **Almost All** = 80% to 99%, **Most** = 60% to 79%, **Many** = 40% to 59%, **Some** = 20% to 39%, **Few** = less than 20%.

Wages: Some employers offer tips and bonuses ranging from \$.05 to \$1.00 per hour.

OTHER RELATED INFORMATION SOURCES

DOT Code # 313.374-010
CA Occupational Guide # 366

EMPLOYER REQUIREMENTS

EXPERIENCE

	Work Experience Required	Training as a Substitute for Experience
Yes	18%	40%
No	82%	60%

QUALIFICATIONS

Technical: Ability to operate a cash register.

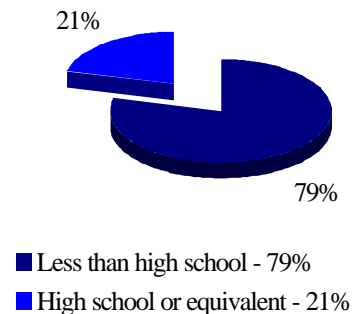
Physical: Ability to pass a pre-employment medical examination. Ability to stand continuously for 2 or more hours. Ability to lift at least 30 lbs. repeatedly.

Personal: Ability to work independently. Ability to work under pressure. Willingness to work with close supervision. Public contact skills.

Legally Mandated Requirements: None identified

EDUCATION

Surveyed employers reported the following educational levels required for recent hires:



Customer Service Representatives

OES Code 553350998

DESCRIPTION

Customer Service Representatives talk with customers to find solutions to customers' problems. They may work at a professional or clerical level. Representatives at clerical levels deal with complaints about products or billing or receive orders for products or services. Representatives at professional levels most often are employed with companies selling complex products, such as computers. They answer questions, investigate, and correct errors. They may train customers in the use of the product or interpret customer needs to technical staff.

WAGES AND BENEFITS

WAGES

<i>Non-Union/Collective Bargaining</i>	<i>Low</i>	<i>High</i>	<i>Median</i>
New Hire, No Experience	\$6.25	\$10.00	\$7.85
New Hire, Experienced	\$5.75	\$11.99	\$8.75
Experienced, 3 Yrs w/firm	\$7.40	\$13.82	\$11.00

BENEFITS – Full-time Employment

	<i>Employer Pays All</i>	<i>Share Cost</i>	<i>Employee Pays All</i>	<i>Not Provided</i>
Medical Insurance	44%	50%	0%	0%
Dental Insurance	44%	50%	0%	0%
Vision Insurance	44%	25%	0%	25%
Life Insurance	31%	50%	0%	13%
Sick Leave	69%	19%	0%	6%
Vacation	75%	19%	0%	0%
Retirement Plan	31%	50%	0%	13%
Child Care	0%	0%	0%	94%

SIZE OF OCCUPATION

RANGE - Medium – 238 - 475 workers

GENDER - Male 10%, Female 90%

SUPPLY AND DEMAND

Firms report it is moderately difficult to find qualified applicants who have prior experience. Applicants encounter little competition in their job search.

Firms report it is moderately difficult to find qualified applicants who have no prior experience. Applicants encounter little competition in their job search.

HIRING METHODS

Employee Referrals	69%
Colleges/Universities	0%
Internet	6%
Trade Journals	0%
Union Hall Referrals	0%
Walk-in Applicants	25%
Newspaper Ads	81%
Private Employment Agencies	25%
School/Program Referrals	6%
EDD	13%
In-house Promotion/Transfer	38%

PROJECTIONS

GROWTH RATE - Faster than average
(5.2% annually)

Golden Sierra Job Training Agency - Alpine, El Dorado, Nevada, Placer, and Sierra Counties

Customer Service Representatives

16 Firms Responding

Surveyed Summer 2000

WHERE THE JOBS ARE

Telephone communications, exc. radio	59.7%
Cable and other pay TV services	18.5%
Gas and other services including utilities	21.8%

OTHER INFORMATION

SHIFTS

Day.....	100%
Swing.....	19%
Graveyard.....	6%

HOURS

Almost all employers offer work on a full time basis averaging 40 hours per week. Many employers offer work on a part time basis averaging 25 hours per week. Few employers offer work on a seasonal basis averaging 40 hours per week.

All = 100%, **Almost All** = 80% to 99%, **Most** = 60% to 79%,
Many = 40% to 59%, **Some** = 20% to 39%, **Few** = less than 20%.

Wages: Some employers offer a bonus ranging from \$.06 to \$1.23 per hour.

OTHER RELATED INFORMATION SOURCES

DOT Code #239.362-014, 241.367-014
OES Code #531230, 553350

EMPLOYER REQUIREMENTS

EXPERIENCE

	Work Experience Required	Training as a Substitute for Experience
Yes	100%	62%
No	0%	38%

QUALIFICATIONS

Technical: Ability to operate 10-key adding machine by touch. Ability to use a calculator. Ability to write effectively. Ability to learn customer's needs. Ability to understand the company's products or services. Record keeping skills. Telephone sales skills.

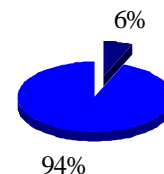
Physical: Ability to stand continuously for 2 or more hours.

Personal: Ability to work independently. Ability to work under pressure. Ability to perform routine, repetitive work. Willingness to work with close supervision. Public contact skills. Diplomacy skills.

Legally Mandated Requirements: None identified

EDUCATION

Surveyed employers reported the following educational levels required for recent hires:



- Less than high school - 6%
- High school or equivalent - 94%

Human Service Workers

OES Code 273080

DESCRIPTION

Human Service Workers assist Social Workers and Caseworkers with developing, organizing, and conducting programs to prevent and resolve problems relevant to substance abuse and human relationships. They provide services to families and clients where the nature of the problem, or relationships involved, is less complex or serious by helping them obtain information on the use of social and community related services. They may also recommend additional services.

WAGES AND BENEFITS

WAGES

<i>Non-Union/Collective Bargaining</i>	<i>Low</i>	<i>High</i>	<i>Median</i>
New Hire, No Experience	\$10.45*	\$12.69	\$11.27
New Hire, Experienced	\$7.00	\$16.50	\$11.97
Experienced, 3 Yrs w/firm	\$8.00	\$16.00	\$13.06

*Represents only one firm.

<i>Union/Collective Bargaining</i>	<i>Low</i>	<i>High</i>	<i>Median</i>
New Hire, No Experience	N/A	N/A	N/A
New Hire, Experienced	\$10.75	\$13.26	\$11.00
Experienced, 3 Yrs w/firm	\$12.45	\$15.35	\$14.26

BENEFITS – Full-time Employment

	<i>Employer Pays All</i>	<i>Share Cost</i>	<i>Employee Pays All</i>	<i>Not Provided</i>
Medical Insurance	38%	38%	0%	15%
Dental Insurance	38%	23%	0%	31%
Vision Insurance	31%	23%	0%	38%
Life Insurance	38%	8%	0%	46%
Sick Leave	69%	0%	0%	23%
Vacation	77%	0%	0%	15%
Retirement Plan	46%	8%	15%	23%
Child Care	0%	0%	0%	92%

SIZE OF OCCUPATION

RANGE - Small – Less than 238 workers

GENDER - Male 23%, Female 77%

SUPPLY AND DEMAND

Firms report it is moderately difficult to find qualified applicants who have prior experience. Applicants encounter little competition in their job search.

Firms report it is moderately difficult to find qualified applicants who have no prior experience. Applicants encounter little competition in their job search.

HIRING METHODS

Employee Referrals	64%
Colleges/Universities	14%
Internet	7%
Trade Journals	0%
Union Hall Referrals	0%
Walk-in Applicants	43%
Newspaper Ads	86%
Private Employment Agencies	7%
School/Program Referrals	0%
In-house Promotion/Transfer	36%
Other	14%

PROJECTIONS

GROWTH RATE - Faster than average
(4.5% annually)

Golden Sierra Job Training Agency - Alpine, El Dorado, Nevada, Placer, and Sierra Counties

Human Service Workers

14 Firms Responding

Surveyed Summer 2000

WHERE THE JOBS ARE

Individual and family services	57.1%
Local government	21.4%
Job training and vocational rehab. services	14.2%
Social services	7.3%

OTHER INFORMATION

SHIFTS

Day.....	100%
Swing.....	21%
Graveyard.....	14%

HOURS

Almost all employers offer work on a full time basis averaging 40 hours per week. Many employers offer work on a part time basis averaging 20 hours per week. Some employers offer work on a temporary basis averaging 20 hours per week.

All = 100%, **Almost All** = 80% to 99%, **Most** = 60% to 79%, **Many** = 40% to 59%, **Some** = 20% to 39%, **Few** = less than 20%.

OTHER RELATED INFORMATION SOURCES

DOT Code # 195.367-034
CA Occupational Guide #564

EMPLOYER REQUIREMENTS

EXPERIENCE

	Work Experience Required	Training as a Substitute for Experience
Yes	77%	83%
No	23%	17%

QUALIFICATIONS

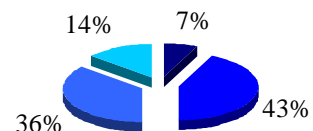
Technical: Ability to treat substance abuse. Ability to interview others for information. Knowledge of geriatrics. Knowledge of veterans services. Knowledge of protective services for children and adults. Record keeping skills. Food buying and menu planning skills. Possession of a valid driver's license.

Personal: Ability to work independently. Willingness to work with close supervision. Understanding of a variety of cultures.

Legally Mandated Requirements: None identified

EDUCATION

Surveyed employers reported the following educational levels required for recent hires:



- Less than high school - 7%
- High school or equivalent - 43%
- Associate degree - 36%
- Bachelor degree - 14%

Instructional Aides

OES Code 315211

DESCRIPTION

Instructional Aides work under the direct supervision of classroom teachers to assist the teacher in instructional tasks, and activities involving games, sports, arts and crafts. They also do routine clerical tasks such as record keeping, maintaining classroom supplies, and operating office equipment. They may assist teachers with the instruction of mentally or physically handicapped pupils.

WAGES AND BENEFITS

WAGES

<i>Non-Union/Collective Bargaining</i>	<i>Low</i>	<i>High</i>	<i>Median</i>
New Hire, No Experience	\$6.49	\$9.62	\$8.10
New Hire, Experienced	\$6.89	\$10.26	\$8.42
Experienced, 3 Yrs w/firm	\$7.89	\$12.28	\$9.00

<i>Union/Collective Bargaining</i>	<i>Low</i>	<i>High</i>	<i>Median</i>
New Hire, No Experience	\$7.34	\$9.64	\$7.95
New Hire, Experienced	\$6.64	\$9.85	\$8.53
Experienced, 3 Yrs w/firm	\$8.53	\$11.44	\$10.30

BENEFITS – Full-time Employment

	<i>Employer Pays All</i>	<i>Share Cost</i>	<i>Employee Pays All</i>	<i>Not Provided</i>
Medical Insurance	16%	21%	0%	0%
Dental Insurance	21%	11%	5%	0%
Vision Insurance	11%	16%	5%	5%
Life Insurance	5%	16%	0%	16%
Sick Leave	26%	5%	0%	5%
Vacation	32%	5%	0%	0%
Retirement Plan	16%	21%	0%	0%
Child Care	0%	0%	0%	37%

SIZE OF OCCUPATION

RANGE - Very Large – More than 1030 workers

GENDER - Male 9%, Female 91%

SUPPLY AND DEMAND

Firms report it is very difficult to find qualified applicants who have prior experience. Applicants encounter no competition in their job search.

Firms report it is moderately difficult to find qualified applicants who have no prior experience. Applicants encounter little competition in their job search.

HIRING METHODS

Employee Referrals	74%
Colleges/Universities	0%
Internet	16%
Trade Journals	0%
Union Hall Referrals	0%
Walk-in Applicants	42%
Newspaper Ads	89%
Private Employment Agencies	0%
School/Program Referrals	0%
In-house Promotion/Transfer	63%
Other	11%

PROJECTIONS

GROWTH RATE - Slower than average
(2.9% annually)

Instructional Aides

19 Firms Responding

Surveyed Summer 2000

WHERE THE JOBS ARE

Elementary and secondary schools	92.5%
Schools and educational services	6.3%
Other	1.2%

OTHER INFORMATION

SHIFTS

Day.....	100%
Swing.....	5%
Graveyard.....	0%

HOURS

Some employers offer work on a full time basis averaging 35 hours per week. Almost all employers offer work on a part time basis averaging 17 hours per week. Few employers offer work on a temporary basis averaging 13 hours per week. Few employers offer work on a seasonal basis averaging 35 hours per week.

All = 100%, **Almost All** = 80% to 99%, **Most** = 60% to 79%, **Many** = 40% to 59%, **Some** = 20% to 39%, **Few** = less than 20%.

OTHER RELATED INFORMATION SOURCES

DOT Code # 249.367-074
CA Occupational Guide # 502

EMPLOYER REQUIREMENTS

EXPERIENCE

	Work Experience Required	Training as a Substitute for Experience
Yes	40%	56%
No	60%	44%

QUALIFICATIONS

Technical: Ability to apply teaching techniques. Ability to operate audiovisual equipment. Ability to administer emergency first aid. Ability to write effectively. Ability to type at least 45 wpm. Knowledge of early childhood development. Oral reading skills. Musical skills. Classroom management skills. Record keeping skills.

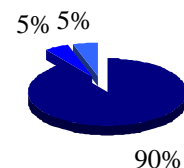
Physical: Ability to pass a pre-employment medical examination.

Personal: Ability to work independently. Ability to exercise patience. Ability to handle crisis situations. Understanding of a variety of cultures. Willingness to work with close supervision.

Legally Mandated Requirements: None identified

EDUCATION

Surveyed employers reported the following educational levels required for recent hires:



- High school or equivalent - 90%
- Associate degree - 5%
- Bachelor degree - 5%

Loan and Credit Clerks

OES Code 531210

DESCRIPTION

Loan and Credit Clerks assemble documents, prepare papers, process applications, and complete transactions of individuals applying for loans and credit. Loan Clerks review loan papers to ensure completeness, operate typewriters to prepare correspondence, reports, and loan documents from draft, and complete transactions between a loan establishment, borrowers, and sellers upon approval of loan. Credit Clerks interview applicants to obtain personal and financial data, determine credit worthiness, process applications, and notify customers of acceptance or rejection of credit.

WAGES AND BENEFITS

WAGES

<i>Non-Union/Collective Bargaining</i>	<i>Low</i>	<i>High</i>	<i>Median</i>
New Hire, No Experience	\$6.00	\$11.50	\$8.48
New Hire, Experienced	\$8.00	\$15.34	\$11.50
Experienced, 3 Yrs w/firm	\$8.50	\$19.18	\$13.66

BENEFITS – Full-time Employment

	<i>Employer Pays All</i>	<i>Share Cost</i>	<i>Employee Pays All</i>	<i>Not Provided</i>
Medical Insurance	40%	53%	0%	7%
Dental Insurance	40%	40%	0%	20%
Vision Insurance	33%	33%	7%	27%
Life Insurance	47%	27%	0%	27%
Sick Leave	93%	7%	0%	0%
Vacation	93%	7%	0%	0%
Retirement Plan	33%	40%	7%	20%
Child Care	0%	0%	7%	93%

SIZE OF OCCUPATION

RANGE - Medium – 238 to 475 workers

GENDER - Male 19%, Female 81%

SUPPLY AND DEMAND

Firms report it is moderately difficult to find qualified applicants who have prior experience. Applicants encounter little competition in their job search.

Firms report it is moderately difficult to find qualified applicants who have no prior experience. Applicants encounter little competition in their job search.

HIRING METHODS

Employee Referrals	53%
Colleges/Universities	0%
Internet	40%
Trade Journals	13%
Union Hall Referrals	0%
Walk-in Applicants	27%
Newspaper Ads	93%
Private Employment Agencies	13%
EDD	0%
In-house Promotion/Transfer	60%
Other	7%

PROJECTIONS

GROWTH RATE – Slower than average
(1.9% annually)

Golden Sierra Job Training Agency - Alpine, El Dorado, Nevada, Placer, and Sierra Counties

Loan and Credit Clerks

15 Firms Responding

Surveyed Summer 2000

WHERE THE JOBS ARE

Mortgage bankers and correspondents	22.4%
State commercial banks	20.5%
Savings institutions	15.1%
National commercial banks	14.3%
Real estate agents and managers	10.0%
Other	17.7%

OTHER INFORMATION

SHIFTS

Day.....	100%
Swing.....	0%
Graveyard.....	0%

HOURS

All employers offer work on a full time basis averaging 40 hours per week. Few employers offer work on a part time basis averaging 26 hours per week.

All = 100%, **Almost All** = 80% to 99%, **Most** = 60% to 79%, **Many** = 40% to 59%, **Some** = 20% to 39%, **Few** = less than 20%.

Wages: Most employers offer a bonus ranging from \$.14 to \$.19 per hour.

OTHER RELATED INFORMATION SOURCES

DOT Code # 205.367-022, 249.362-014
CA Occupational Guide # 526

EMPLOYER REQUIREMENTS

EXPERIENCE

	Work Experience Required	Training as a Substitute for Experience
Yes	88%	57%
No	12%	43%

QUALIFICATIONS

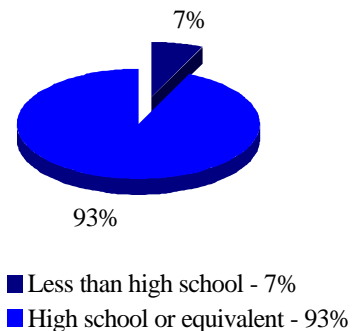
Technical: Ability to use a calculator. Ability to interview others for information. Ability to perform detailed clerical work. Ability to write effectively. Ability to type at least 45 wpm. Business math skills. Record keeping skills. Telephone answering skills.

Personal: Ability to work independently. Ability to work under pressure. Willingness to work with close supervision. Public contact skills. Customer service skills.

Legally Mandated Requirements: None identified

EDUCATION

Surveyed employers reported the following educational levels required for recent hires:



Managers, Retail Store

OES Code 185167999

DESCRIPTION

Managers, Retail Store manages a retail store which sells a specific line of merchandise, such as groceries, liquor, apparel, jewelry, furniture or related lines of merchandise. They usually plan and prepare work schedules, work assignments (or supervise others to do so), formulate merchandise pricing policy, coordinate sales promotion activities, and prepare merchandise displays and advertising copy. They supervise employees in sales, taking inventory or cash reconciliation activities, operation of record keeping, and the preparation of a daily record of transactions for accounting purposes. They may interview, hire and train employees, ensure compliance of employees with security, sales and record keeping procedures, order merchandise or prepare requisitions to replenish inventories and may answer customer complaints or inquiries.

WAGES AND BENEFITS

WAGES

<i>Non-Union/Collective Bargaining</i>	<i>Low</i>	<i>High</i>	<i>Median</i>
New Hire, No Experience	\$6.00	\$13.77	\$9.99
New Hire, Experienced	\$6.00	\$16.65	\$11.99
Experienced, 3 Yrs w/firm	\$6.00	\$19.27	\$14.88

BENEFITS – Full-time Employment

	<i>Employer Pays All</i>	<i>Share Cost</i>	<i>Employee Pays All</i>	<i>Not Provided</i>
Medical Insurance	33%	53%	0%	13%
Dental Insurance	27%	47%	0%	27%
Vision Insurance	20%	40%	0%	40%
Life Insurance	53%	13%	0%	33%
Sick Leave	87%	0%	0%	13%
Vacation	93%	0%	0%	7%
Retirement Plan	47%	27%	7%	20%
Child Care	0%	0%	0%	100%

SIZE OF OCCUPATION

RANGE – Very Large – More than 1030 workers

GENDER - Male 46%, Female 54%

SUPPLY AND DEMAND

Firms report it is very difficult to find qualified applicants who have prior experience. Applicants encounter no competition in their job search.

Firms report it is moderately difficult to find qualified applicants who have no prior experience. Applicants encounter little competition in their job search.

HIRING METHODS

Employee Referrals	60%
Colleges/Universities	27%
Internet	13%
Trade Journals	0%
Union Hall Referrals	0%
Walk-in Applicants	47%
Newspaper Ads	60%
School/Program Referrals	13%
EDD	0%
In-house Promotion/Transfer	53%
Private Employment Agencies	13%

PROJECTIONS

GROWTH RATE - Average
(3.7% annually)

Golden Sierra Job Training Agency - Alpine, El Dorado, Nevada, Placer, and Sierra Counties

Managers, Retail Store

15 Firms Responding

Surveyed Summer 2000

WHERE THE JOBS ARE

Grocery stores	27.1%
New and used car dealers	5.7%
Drug stores and proprietary stores	3.8%
Auto and home supply stores	3.2%
Other	60.2%

OTHER INFORMATION

SHIFTS

Day.....	100%
Swing.....	27%
Graveyard.....	7%

HOURS

All employers offer work on a full time basis averaging 46 hours per week. Some employers offer work on a part time basis averaging 23 hours per week.

All = 100%, **Almost All** = 80% to 99%, **Most** = 60% to 79%, **Many** = 40% to 59%, **Some** = 20% to 39%, **Few** = less than 20%.

Wages: Many employers offer commissions or bonuses ranging from \$.38 to \$17.26 per hour.

OTHER RELATED INFORMATION SOURCES

DOT Code # 169.167-010, 169.167-034
185.167-046, 299.137-010
CA Occupational Guide #242
OES Code # 410020

EMPLOYER REQUIREMENTS

EXPERIENCE

	Work Experience Required	Training as a Substitute for Experience
Yes	80%	38%
No	20%	62%

QUALIFICATIONS

Technical: Ability to plan and organize the work of others. Ability to implement safe work practices. Ability to hire and assign personnel. Ability to requisition supplies. Ability to implement a progressive discipline process. Ability to apply inventory control methods. Ability to conduct training programs. Knowledge of accounting and auditing terms. Knowledge of EEO and Affirmative Action program guidelines. Supervisory skills. Personnel interviewing skills. Cash handling skills.

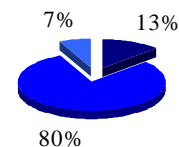
Physical: Ability to stand continuously for 2 or more hours.

Personal: Ability to set work priorities. Ability to work under pressure. Ability to work as part of a team. Willingness to work nights, weekends, and holidays. Ability to work overtime. Customer service skills.

Legally Mandated Requirements: None identified

EDUCATION

Surveyed employers reported the following educational levels required for recent hires:



- Less than high school - 13%
- High school or equivalent - 80%
- Bachelor degree - 7%

Network Control Technicians

OES Code 031262995

DESCRIPTION

Network Control Technicians assist in the set-up, testing, and troubleshooting of Local Area Networks (LANs) and Wide Area Networks (WANs). Network Control Technicians work closely with LAN Managers and also repair and replace systems as necessary.

WAGES AND BENEFITS

WAGES

<i>Non-Union/Collective Bargaining</i>	<i>Low</i>	<i>High</i>	<i>Median</i>
New Hire, No Experience	N/A	N/A	N/A
New Hire, Experienced	\$12.00	\$30.68	\$17.70
Experienced, 3 Yrs w/firm	\$15.00	\$38.36	\$23.97

<i>Union/Collective Bargaining</i>	<i>Low</i>	<i>High</i>	<i>Median</i>
New Hire, No Experience	N/A	N/A	N/A
New Hire, Experienced	\$13.10	\$21.10	\$17.37
Experienced, 3 Yrs w/firm	\$14.44	\$24.42	\$19.25

BENEFITS – Full-time Employment

	<i>Employer Pays All</i>	<i>Share Cost</i>	<i>Employee Pays All</i>	<i>Not Provided</i>
Medical Insurance	67%	20%	0%	0%
Dental Insurance	67%	20%	0%	0%
Vision Insurance	47%	20%	0%	20%
Life Insurance	47%	7%	0%	33%
Sick Leave	67%	7%	0%	13%
Vacation	80%	7%	0%	0%
Retirement Plan	33%	27%	13%	13%
Child Care	0%	0%	7%	80%

SIZE OF OCCUPATION

RANGE - Small – Less than 238 workers

GENDER - Male 78%, Female 22%

SUPPLY AND DEMAND

Firms report it is very difficult to find qualified applicants who have prior experience. Applicants encounter no competition in their job search.

Firms report it is very difficult to find qualified applicants who have no prior experience. Applicants encounter no competition in their job search.

HIRING METHODS

Employee Referrals	40%
Colleges/Universities	7%
Internet	60%
Trade Journals	7%
Union Hall Referrals	0%
Walk-in Applicants	13%
Newspaper Ads	80%
Private Employment Agencies	33%
School/Program Referrals	0%
In-house Promotion/Transfer	33%
Other	13%

PROJECTIONS

GROWTH RATE – Much faster than average (18.4% annually)

Network Control Technicians

15 Firms Responding

Surveyed Summer 2000

WHERE THE JOBS ARE

Local government	28.6%
Semiconductors and related devices	19.0%
Computer and software stores	16.7%
Other	35.7%

OTHER INFORMATION

SHIFTS

Day.....	93%
Swing.....	0%
Graveyard.....	0%
Other.....	7%

HOURS

Almost all employers offer work on a full time basis averaging 40 hours per week. Few employers offer work on a part time basis averaging 18 hours per week.

Wages: Few employers offer a bonus ranging from \$.13 to \$.64 per hour.

All = 100%, **Almost All** = 80% to 99%, **Most** = 60% to 79%, **Many** = 40% to 59%, **Some** = 20% to 39%, **Few** = less than 20%.

OTHER RELATED INFORMATION SOURCES

CA Occupational Guide # 2001A

EMPLOYER REQUIREMENTS

EXPERIENCE

	Work Experience Required	Training as a Substitute for Experience
Yes	93%	29%
No	7%	71%

QUALIFICATIONS

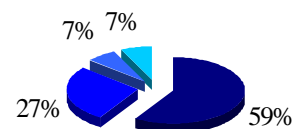
Technical: Ability to use operating manuals. Ability to analyze data to solve problems. Ability to troubleshoot. Knowledge of microcomputer hardware and operating systems. Knowledge of software applications. Knowledge of lease line procedures for WANs. Understanding of wide area networks (WAN) and local area networks (LAN).

Personal: Ability to work independently. Ability to coordinate multiple activities. Ability to communicate technical information to non-technical staff. Ability to communicate with computer literate staff.

Legally Mandated Requirements: None identified

EDUCATION

Surveyed employers reported the following educational levels required for recent hires:



- High school or equivalent - 59%
- Associate degree - 27%
- Bachelor degree - 7%
- Graduate study - 7%

Nurse Practitioners

OES Code 075264999

DESCRIPTION

Nurse Practitioners provide general medical care and treatment to patients in medical facilities, such as clinics, health centers, or public health agencies, under the direction of a physician.

WAGES AND BENEFITS

WAGES

<i>Non-Union/Collective Bargaining</i>	<i>Low</i>	<i>High</i>	<i>Median</i>
New Hire, No Experience	\$17.00	\$30.00	\$25.50
New Hire, Experienced	\$17.00	\$32.00	\$25.00
Experienced, 3 Yrs w/firm	\$23.00	\$36.00	\$30.35

<i>Union/Collective Bargaining</i>	<i>Low</i>	<i>High</i>	<i>Median</i>
New Hire, No Experience	N/A	N/A	N/A
New Hire, Experienced	\$24.62	\$30.96	\$29.43
Experienced, 3 Yrs w/firm	\$27.18	\$34.34	\$31.77

BENEFITS – Full-time Employment

	<i>Employer Pays All</i>	<i>Share Cost</i>	<i>Employee Pays All</i>	<i>Not Provided</i>
Medical Insurance	67%	7%	0%	0%
Dental Insurance	33%	20%	0%	20%
Vision Insurance	47%	7%	0%	20%
Life Insurance	40%	7%	0%	27%
Sick Leave	73%	0%	0%	0%
Vacation	73%	0%	0%	0%
Retirement Plan	27%	47%	0%	0%
Child Care	0%	0%	7%	67%

SIZE OF OCCUPATION

RANGE - Small - Less than 238 workers

GENDER - Male 9%, Female 91%

SUPPLY AND DEMAND

Firms report it is moderately difficult to find qualified applicants who have prior experience. Applicants encounter little competition in their job search.

Firms report it is moderately difficult to find qualified applicants who have no prior experience. Applicants encounter little competition in their job search.

HIRING METHODS

Employee Referrals	27%
Colleges/Universities	27%
Internet	47%
Trade Journals	27%
Union Hall Referrals	0%
Walk-in Applicants	7%
Newspaper Ads	60%
Private Employment Agencies	0%
School/Program Referrals	0%
In-house Promotion/Transfer	13%
Other	27%

PROJECTIONS

GROWTH RATE - Slower than average
(2.4% annually)

Golden Sierra Job Training Agency - Alpine, El Dorado, Nevada, Placer, and Sierra Counties

Nurse Practitioners

15 Firms Responding

Surveyed Summer 2000

WHERE THE JOBS ARE

Offices and clinics of medical doctor	56.1%
Offices of health practitioners	12.1%
Other	31.8%

OTHER INFORMATION

SHIFTS

Day.....	100%
Swing.....	0%
Graveyard.....	0%

HOURS

Most employers offer work on a full time basis averaging 40 hours per week. Most employers offer work on a part time basis averaging 23 hours per week

All = 100%, **Almost All** = 80% to 99%, **Most** = 60% to 79%,
Many = 40% to 59%, **Some** = 20% to 39%, **Few** = less than 20%.

OTHER RELATED INFORMATION SOURCES

DOT Code # 075.264-010
CA Occupational Guide # 29
OES Code #325020

EMPLOYER REQUIREMENTS

EXPERIENCE

	Work Experience Required	Training as a Substitute for Experience
Yes	88%	36%
No	12%	64%

QUALIFICATIONS

Technical: Ability to administer injections and medications. Ability to interview others for information. Ability to record condition of patients. Ability to maintain progress notes and treatment summaries. Ability to assist with examinations. Ability to maintain an appointment calendar.

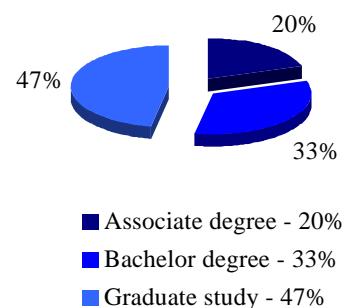
Physical: Ability to stand continuously for 2 or more hours. Possession of emotional stability, good vision and good hearing.

Personal: Ability to work independently. Ability to work under pressure. Ability to relate to patients. Willingness to work with close supervision.

Legally Mandated Requirements: Must have valid Registered Nurse License and complete an additional program of study approved by State.

EDUCATION

Surveyed employers reported the following educational levels required for recent hires:



Pharmacy Technicians

OES Code 325180

DESCRIPTION

Pharmacy Technicians fill orders for unit doses and prepackaged pharmaceuticals and perform other related duties under the supervision and direction of a pharmacy supervisor or staff pharmacist. Duties include keeping records of drugs delivered to the pharmacy, storing incoming merchandise in proper locations, and informing the supervisor of stock needs and shortages. They may clean equipment used in the performance of duties and assist in the care and maintenance of equipment and supplies.

WAGES AND BENEFITS

WAGES

<i>Non-Union/Collective Bargaining</i>	<i>Low</i>	<i>High</i>	<i>Median</i>
New Hire, No Experience	\$5.75	\$11.00	\$9.00
New Hire, Experienced	\$8.00	\$12.50	\$10.63
Experienced, 3 Yrs w/firm	\$11.00	\$15.75	\$12.88

<i>Union/Collective Bargaining</i>	<i>Low</i>	<i>High</i>	<i>Median</i>
New Hire, No Experience	\$11.80	\$11.80	\$11.80
New Hire, Experienced	\$10.00	\$12.65	\$11.11
Experienced, 3 Yrs w/firm	\$12.00	\$13.30	\$12.70

BENEFITS – Full-time Employment

	<i>Employer Pays All</i>	<i>Share Cost</i>	<i>Employee Pays All</i>	<i>Not Provided</i>
Medical Insurance	38%	31%	0%	13%
Dental Insurance	38%	25%	0%	19%
Vision Insurance	38%	13%	0%	31%
Life Insurance	38%	19%	6%	19%
Sick Leave	50%	13%	0%	19%
Vacation	56%	13%	0%	13%
Retirement Plan	25%	38%	6%	13%
Child Care	0%	0%	6%	75%

SIZE OF OCCUPATION

RANGE - Small – Less than 238 workers

GENDER - Male 10%, Female 90%

SUPPLY AND DEMAND

Firms report it is moderately difficult to find qualified applicants who have prior experience. Applicants encounter little competition in their job search.

Firms report it is very difficult to find qualified applicants who have no prior experience. Applicants encounter no competition in their job search.

HIRING METHODS

Employee Referrals	56%
Colleges/Universities	0%
Internet	13%
Trade Journals	0%
Union Hall Referrals	0%
Walk-in Applicants	63%
Newspaper Ads	50%
Private Employment Agencies	0%
School/Program Referrals	25%
In-house Promotion/Transfer	50%
Other	6%

PROJECTIONS

GROWTH RATE - Slower than average
(1.8% annually)

Golden Sierra Job Training Agency - Alpine, El Dorado, Nevada, Placer, and Sierra Counties

Pharmacy Technicians

16 Firms Responding

Surveyed Summer 2000

WHERE THE JOBS ARE

Drug stores and proprietary stores	94.4%
Other	5.6%

OTHER INFORMATION

SHIFTS

Day.....	100%
Swing.....	25%
Graveyard.....	0%

HOURS

Almost all employers offer work on a full time basis averaging 39 hours per week. Many employers offer work on a part time basis averaging 28 hours per week. Few employers offer work on a temporary basis averaging 24 hours per week.

All = 100%, **Almost All** = 80% to 99%, **Most** = 60% to 79%, **Many** = 40% to 59%, **Some** = 20% to 39%, **Few** = less than 20%.

Wages: Some employers offer a bonus ranging from \$.24 to \$.93 per hour.

OTHER RELATED INFORMATION SOURCES

DOT Code # 074.382-010
CA Occupational Guide # 456
OES Code #660260

EMPLOYER REQUIREMENTS

EXPERIENCE

	Work Experience Required	Training as a Substitute for Experience
Yes	45%	40%
No	55%	60%

QUALIFICATIONS

Technical: Ability to complete and explain insurance forms. Ability to calculate weights and measurements. Ability to apply sterilization techniques. Ability to measure and calculate using metrics. Ability to accurately record and report information. Ability to write effectively. Ability to follow government regulations and reporting requirements. Ability to type at least 30 wpm. Knowledge of chemical compounds.

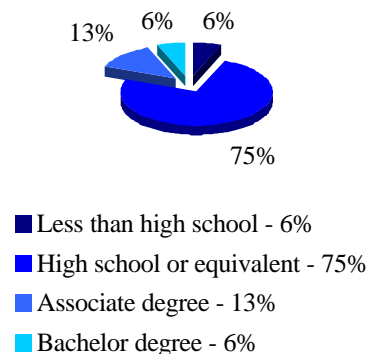
Physical: Ability to lift 40 lbs. repeatedly.

Personal: Ability to work independently. Ability to pay attention to detail. Willingness to work with close supervision. Public contact skills.

Legally Mandated Requirements: Licensure required

EDUCATION

Surveyed employers reported the following educational levels required for recent hires:



Physicians' Assistants

OES Code 325110

DESCRIPTION

Physicians' Assistants provide patient services under the direct supervision and responsibility of a doctor of medicine or osteopathy. They elicit detailed patient histories and do complete physical examinations, reach tentative diagnosis and order appropriate laboratory tests. This occupation requires certification by the National Commission on Certification of Physicians' Assistants and the California State Board of Medical Quality Assurance.

WAGES AND BENEFITS

WAGES

<i>Non-Union/Collective Bargaining</i>	<i>Low</i>	<i>High</i>	<i>Median</i>
New Hire, No Experience	\$25.00	\$30.00	\$27.00
New Hire, Experienced	\$24.93	\$35.00	\$28.00
Experienced, 3 Yrs w/firm	\$25.00	\$40.00	\$30.00

BENEFITS – Full-time Employment

	<i>Employer Pays All</i>	<i>Share Cost</i>	<i>Employee Pays All</i>	<i>Not Provided</i>
Medical Insurance	60%	20%	0%	10%
Dental Insurance	50%	0%	0%	40%
Vision Insurance	50%	0%	0%	40%
Life Insurance	40%	0%	0%	50%
Sick Leave	90%	0%	0%	0%
Vacation	90%	0%	0%	0%
Retirement Plan	10%	30%	10%	40%
Child Care	0%	0%	10%	80%

SIZE OF OCCUPATION

RANGE - Small – Less than 238 workers

GENDER - Male 43%, Female 57%

SUPPLY AND DEMAND

Firms report it is not difficult to find qualified applicants who have prior experience. Applicants encounter a very competitive job market.

Firms report it is moderately difficult to find qualified applicants who have no prior experience. Applicants encounter little competition in their job search.

HIRING METHODS

Employee Referrals	30%
Colleges/Universities	30%
Internet	40%
Trade Journals	20%
Union Hall Referrals	0%
Walk-in Applicants	10%
Newspaper Ads	40%
School/Program Referrals	10%
Private Employment Agencies	10%
In-house Promotion/Transfer	20%
Other	20%

PROJECTIONS

GROWTH RATE - Slower than average
(2.4% annually)

Golden Sierra Job Training Agency - Alpine, El Dorado, Nevada, Placer, and Sierra Counties

Physicians' Assistants

10 Firms Responding

Surveyed Summer 2000

WHERE THE JOBS ARE

Offices and clinics of medical doctor	56.1%
Offices of health practitioners	12.1%
Other	31.8%

OTHER INFORMATION

SHIFTS

Day.....	100%
Swing.....	0%
Graveyard.....	0%

HOURS

Almost all employers offer work on a full time basis averaging 38 hours per week. Some employers offer work on a part time basis averaging 29 hours per week.

All = 100%, **Almost All** = 80% to 99%, **Most** = 60% to 79%, **Many** = 40% to 59%, **Some** = 20% to 39%, **Few** = less than 20%.

OTHER RELATED INFORMATION SOURCES

DOT Code # 079.364-018
CA Occupational Guide # 508

EMPLOYER REQUIREMENTS

EXPERIENCE

	Work Experience Required	Training as a Substitute for Experience
Yes	71%	0%
No	29%	100%

QUALIFICATIONS

Technical: Ability to administer injections. Ability to administer medications. Ability to interview others for information. Ability to record condition of patients. Ability to maintain progress notes and treatment summaries. Ability to assist with examinations. Ability to maintain an appointment calendar.

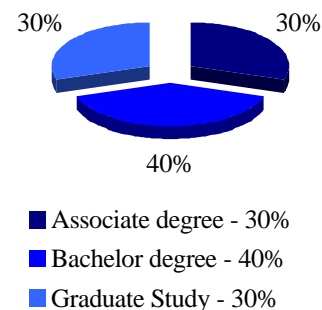
Physical: Ability to stand continuously for 2 or more hours. Possession of emotional stability, good vision and good hearing.

Personal: Ability to work independently. Ability to work under pressure. Ability to relate to patients. Willingness to work with close supervision.

Legally Mandated Requirements: Graduate of Physician Assistant training program and licensure

EDUCATION

Surveyed employers reported the following educational levels required for recent hires:



Receptionists and Information Clerks

OES Code 553050

DESCRIPTION

Receptionists and Information Clerks answer inquiries and obtain information for the general public (customers, visitors, and other interested parties) concerning activities conducted at an establishment, such as the location of offices or persons within the firm, departments within the store or services within the hotel. They may perform a variety of other clerical duties.

WAGES AND BENEFITS

WAGES

<i>Non-Union/Collective Bargaining</i>	<i>Low</i>	<i>High</i>	<i>Median</i>
New Hire, No Experience	\$7.00	\$9.64	\$7.50
New Hire, Experienced	\$7.00	\$11.00	\$9.00
Experienced, 3 Yrs w/firm	\$8.50	\$14.00	\$11.27

BENEFITS – Full-time Employment

	<i>Employer Pays All</i>	<i>Share Cost</i>	<i>Employee Pays All</i>	<i>Not Provided</i>
Medical Insurance	38%	44%	0%	13%
Dental Insurance	31%	31%	0%	31%
Vision Insurance	25%	25%	6%	38%
Life Insurance	25%	13%	6%	50%
Sick Leave	69%	6%	0%	19%
Vacation	81%	6%	0%	6%
Retirement Plan	31%	13%	13%	38%
Child Care	0%	0%	6%	88%

SIZE OF OCCUPATION

RANGE - Very large – More than 1030 workers

GENDER - Male 6%, Female 94%

SUPPLY AND DEMAND

Firms report it is very difficult to find qualified applicants who have prior experience. Applicants encounter no competition in their job search market.

Firms report it is moderately difficult to find qualified applicants who have no prior experience. Applicants encounter little competition in their job search market.

HIRING METHODS

Employee Referrals	69%
Colleges/Universities	19%
Internet	19%
Trade Journals	0%
Union Hall Referrals	0%
Walk-in Applicants	50%
Newspaper Ads	88%
School/Program Referrals	0%
EDD	6%
In-house Promotion/Transfer	25%
Private Employment Agencies	6%

PROJECTIONS

GROWTH RATE - Average
(4.2% annually)

Receptionists and Information Clerks

16 Firms Responding

Surveyed Summer 2000

WHERE THE JOBS ARE

Offices and clinics of medical doctor	11.1%
Offices and clinics of dentists	8.0%
Help supply services	7.2%
Real estate agents and managers	5.0%
Veterinary services, specialties	4.7%
Other	64.0%

OTHER INFORMATION

SHIFTS

Day.....	100%
Swing.....	6%
Graveyard.....	0%

HOURS

Almost all employers offer work on a full time basis averaging 39 hours per week. Some employers offer work on a part time basis averaging 20 hours per week. Few employers offer work on a temporary basis averaging 2 hours per week. Few employers offer work on a seasonal basis averaging 30 hours per week.

All = 100%, **Almost All** = 80% to 99%, **Most** = 60% to 79%, **Many** = 40% to 59%, **Some** = 20% to 39%, **Few** = less than 20%.

Wages: Some employers offer a bonus ranging from \$.17 to \$2.64 per hour.

OTHER RELATED INFORMATION SOURCES

DOT Code # 237.367-038, 237.367-022
CA Occupational Guide # 21

EMPLOYER REQUIREMENTS

EXPERIENCE

	Work Experience Required	Training as a Substitute for Experience
Yes	71%	71%
No	29%	29%

QUALIFICATIONS

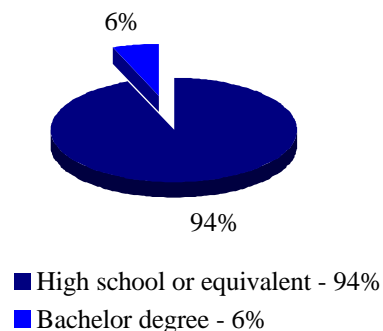
Technical: Ability to operate a multi-line command phone center. Ability to use word processing software. Ability to write effectively. Ability to type at least 45 wpm. Alphabetic and numeric filing skills. Bookkeeping skills. Telephone answering skills.

Personal: Ability to work independently. Ability to work under pressure. Willingness to work with close supervision. Public contact skills. Customer service skills.

Legally Mandated Requirements: None identified

EDUCATION

Surveyed employers reported the following educational levels required for recent hires:



Teachers – Special Education

OES Code 313110

DESCRIPTION

Special Education Teachers teach elementary and secondary school subjects to educationally and physically handicapped students. These include teachers who specialize and work with audibly and visually handicapped students as well as those who teach basic academic and life processes skills to the mentally impaired.

WAGES AND BENEFITS

WAGES

<i>Union/Collective Bargaining</i>	<i>Low</i>	<i>High</i>	<i>Median</i>
New Hire, No Experience	\$14.99*	\$19.27	\$16.34
New Hire, Experienced	\$12.81	\$20.65	\$17.46
Experienced, 3 Yrs w/firm	\$14.18	\$23.31	\$18.55

*Represents only one employer

BENEFITS – Full-time Employment

	<i>Employer Pays All</i>	<i>Share Cost</i>	<i>Employee Pays All</i>	<i>Not Provided</i>
Medical Insurance	44%	56%	0%	0%
Dental Insurance	56%	39%	0%	6%
Vision Insurance	44%	50%	0%	6%
Life Insurance	22%	28%	0%	50%
Sick Leave	94%	6%	0%	0%
Vacation	33%	0%	0%	67%
Retirement Plan	11%	72%	6%	11%
Child Care	0%	0%	6%	94%

SIZE OF OCCUPATION

RANGE - Large – 476 – 1030 workers

GENDER - Male 13%, Female 87%

SUPPLY AND DEMAND

Firms report it is moderately difficult to find qualified applicants who have prior experience. Applicants encounter little competition in their job search.

Firms report it is very difficult to find qualified applicants who have no prior experience. Applicants encounter no competition in their job search.

HIRING METHODS

Employee Referrals	22%
Colleges/Universities	67%
Internet	61%
Trade Journals	0%
Union Hall Referrals	0%
Walk-in Applicants	6%
Newspaper Ads	100%
Private Employment Agencies	0%
School/Program Referrals	6%
In-house Promotion/Transfer	28%
Other	6%

PROJECTIONS

GROWTH RATE - Faster than average
(5.6% annually)

Golden Sierra Job Training Agency - Alpine, El Dorado, Nevada, Placer, and Sierra Counties

Teachers – Special Education

18 Firms Responding

Surveyed Summer 2000

WHERE THE JOBS ARE

Elementary and secondary schools	93.1%
Other	6.9%

OTHER INFORMATION

SHIFTS

Day.....	100%
Swing.....	6%
Graveyard.....	0%

HOURS

All employers offer work on a full time basis averaging 37 hours per week. Many employers offer work on a part time basis averaging 21 hours per week. Few employers offer work on a seasonal basis averaging 27 hours per week.

All = 100%, **Almost All** = 80% to 99%, **Most** = 60% to 79%, **Many** = 40% to 59%, **Some** = 20% to 39%, **Few** = less than 20%.

Wages: Few employers offer compensation for possession of a Master's Degree ranging from \$.29 to \$.55 per hour.

OTHER RELATED INFORMATION SOURCES

DOT Code # 094.227-030
CA Occupational Guide # 110

EMPLOYER REQUIREMENTS

EXPERIENCE

	Work Experience Required	Training as a Substitute for Experience
Yes	91%	29%
No	9%	71%

QUALIFICATIONS

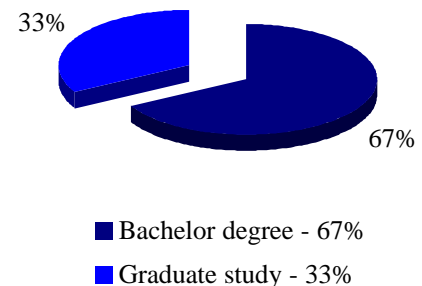
Technical: Ability to read Braille. Ability to read lips. Ability to teach physical education. Ability to use computers as a teaching tool. Ability to plan and organize training programs. Ability to write effectively. Sign language skills. Classroom management skills.

Personal: Ability to work independently. Ability to handle crisis situations. Ability to maintain classroom discipline. Ability to exercise patience. Willingness to travel. Imagination and creativity.

Legally Mandated Requirements: Licensure required in Special Education.

EDUCATION

Surveyed employers reported the following educational levels required for recent hires:



Truck Drivers, Light - Include Delivery and Route Workers

OES Code 971050

DESCRIPTION

Light Truck Drivers, including delivery and route workers drive vehicles with a capacity under 3 tons. They deliver or pick up merchandise and may load and unload trucks. Does not include workers whose duties include sales.

WAGES AND BENEFITS

WAGES

<i>Non-Union/Collective Bargaining</i>	<i>Low</i>	<i>High</i>	<i>Median</i>
New Hire, No Experience	\$5.75	\$8.00	\$6.75
New Hire, Experienced	\$5.75	\$12.00	\$8.00
Experienced, 3 Yrs w/firm	\$5.75	\$15.80	\$9.00

BENEFITS – Full-time Employment

	<i>Employer Pays All</i>	<i>Share Cost</i>	<i>Employee Pays All</i>	<i>Not Provided</i>
Medical Insurance	35%	29%	0%	12%
Dental Insurance	24%	24%	0%	29%
Vision Insurance	6%	18%	0%	53%
Life Insurance	24%	24%	0%	29%
Sick Leave	35%	6%	0%	35%
Vacation	53%	12%	0%	12%
Retirement Plan	18%	29%	0%	29%
Child Care	0%	0%	0%	76%

SIZE OF OCCUPATION

RANGE - Very large – More than 1030 workers

GENDER - Male 93%, Female 7%

SUPPLY AND DEMAND

Firms report it is moderately difficult to find qualified applicants who have prior experience. Applicants encounter little competition in their job search.

Firms report it is moderately difficult to find qualified applicants who have no prior experience. Applicants encounter little competition in their job search.

HIRING METHODS

Employee Referrals	76%
Colleges/Universities	0%
Internet	0%
Trade Journals	0%
Union Hall Referrals	0%
Walk-in Applicants	82%
Newspaper Ads	82%
School/Program Referrals	6%
EDD	18%
In-house Promotion/Transfer	29%
Other	0%

PROJECTIONS

GROWTH RATE - Slower than average
(3.2% annually)

Golden Sierra Job Training Agency - Alpine, El Dorado, Nevada, Placer, and Sierra Counties

Truck Drivers, Light – include Delivery and Route Workers

17 Firms Responding

Surveyed Summer 2000

WHERE THE JOBS ARE

Courier services, except by air	16.2%
Local trucking, without storage	7.6%
Newspapers	7.2%
Business services	4.2%
Lumber and other building materials	4.1%
Other	60.7%

OTHER INFORMATION

SHIFTS

Day.....	100%
Swing.....	6%
Graveyard.....	6%

HOURS

Most employers offer work on a full time basis averaging 41 hours per week. Some employers offer work on a part time basis averaging 25 hours per week.

Wages: Some employers offer tips, bonuses or commission's ranging from \$.12 to \$14.96 per hour.

All = 100%, **Almost All** = 80% to 99%, **Most** = 60% to 79%, **Many** = 40% to 59%, **Some** = 20% to 39%, **Few** = less than 20%.

OTHER RELATED INFORMATION SOURCES

DOT Code # 906.683-022
CA Occupational Guide #563

EMPLOYER REQUIREMENTS

EXPERIENCE

	<i>Work Experience Required</i>	<i>Training as a Substitute for Experience</i>
Yes	38%	58%
No	62%	42%

QUALIFICATIONS

Technical: Ability to operate a fork lift. Ability to read invoices. Ability to load and unload freight. Knowledge of local streets. Possession of a valid Class A and Class B driver's license. Record keeping skills. Map reading skills.

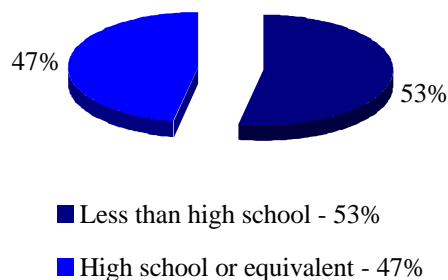
Physical: Ability to pass a pre-employment medical examination. Ability to lift at least 75 lbs. repeatedly.

Personal: Ability to work independently. Possession of a good DMV driving record.

Legally Mandated Requirements: Commercial drivers license

EDUCATION

Surveyed employers reported the following educational levels required for recent hires:



Waiters and Waitresses

OES Code 650080

DESCRIPTION

Waiters and Waitresses serve food and/or beverages to patrons at tables. They usually take orders from patrons and make out the check. Their duties may include setting tables with linen and silverware and taking payment from patrons. They may serve customers at counters as well as at tables. Does not include workers who only work at counters.

WAGES AND BENEFITS

WAGES

<i>Non-Union/Collective Bargaining</i>	<i>Low</i>	<i>High</i>	<i>Median</i>
New Hire, No Experience	\$5.75	\$5.75	\$5.75
New Hire, Experienced	\$5.75	\$5.75	\$5.75
Experienced, 3 Yrs w/firm	\$5.75	\$7.00	\$5.75

BENEFITS – Full-time Employment

	<i>Employer Pays All</i>	<i>Share Cost</i>	<i>Employee Pays All</i>	<i>Not Provided</i>
Medical Insurance	0%	23%	15%	54%
Dental Insurance	0%	15%	15%	62%
Vision Insurance	0%	8%	15%	69%
Life Insurance	0%	8%	23%	62%
Sick Leave	8%	0%	8%	77%
Vacation	54%	0%	0%	38%
Retirement Plan	0%	0%	8%	85%
Child Care	0%	0%	0%	92%

SIZE OF OCCUPATION

RANGE - Very large – More than 1030 workers

GENDER - Male 26%, Female 74%

SUPPLY AND DEMAND

Firms report it is very difficult to find qualified applicants who have prior experience. Applicants encounter no competition in their job search.

Firms report it is very difficult to find qualified applicants who have no prior experience. Applicants encounter no competition in their job search.

HIRING METHODS

Employee Referrals	67%
Colleges/Universities	0%
Internet	0%
Trade Journals	0%
Private Employment Agencies	7%
Walk-in Applicants	73%
Newspaper Ads	73%
School/Program Referrals	0%
EDD	7%
In-house Promotion/Transfer	40%
Other	13%

PROJECTIONS

GROWTH RATE - Average
(3.7% annually)

Golden Sierra Job Training Agency - Alpine, El Dorado, Nevada, Placer, and Sierra Counties

Waiters and Waitresses

15 Firms Responding

Surveyed Summer 2000

WHERE THE JOBS ARE

Eating places	79.4%
Hotels and motels	8.2%
Other	12.4%

OTHER INFORMATION

SHIFTS

Day.....	93%
Swing.....	80%
Graveyard.....	7%
Other.....	7%

HOURS

Most employers offer work on a full time basis averaging 32 hours per week. Almost all employers offer work on a part time basis averaging 19 hours per week. Few employers offer work on a temporary basis averaging 25 hours per week. Some employers offer work on a seasonal basis averaging 25 hours per week.

All = 100%, **Almost All** = 80% to 99%, **Most** = 60% to 79%, **Many** = 40% to 59%, **Some** = 20% to 39%, **Few** = less than 20%.

Wages: All employers offer tips ranging from \$2.86 to \$30.00 per hour.

OTHER RELATED INFORMATION SOURCES

DOT Code # 311.477-030
CA Occupational Guide # 42

EMPLOYER REQUIREMENTS

EXPERIENCE

	Work Experience Required	Training as a Substitute for Experience
Yes	75%	15%
No	25%	85%

QUALIFICATIONS

Technical: Ability to operate a cash register. Cash handling skills.

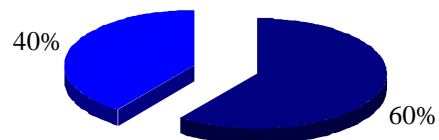
Physical: Ability to stand continuously for 2 or more hours. Ability to lift at least 30 lbs. repeatedly.

Personal: Ability to work independently. Ability to work under pressure. Willingness to work with close supervision. Customer service skills. Good grooming skills.

Legally Mandated Requirements: None identified

EDUCATION

Surveyed employers reported the following educational levels required for recent hires:



- Less than high school - 60%
- High school or equivalent - 40%

1999

OCCUPATIONAL SUMMARIES

1999 Occupational Summaries

Cashiers

Cooks – Restaurant

Counter and Rental Clerks

Forklift Operators

General Office Clerks

Home Health Aides

Internet Web Site Designers/Developers (Webmasters)

Janitors and Cleaners

Licensed Vocational Nurses

Machinists

Maids and Housekeeping Cleaners

Maintenance Repairers – General Utility

Medical and Clinical Laboratory Assistants

Paralegal Personnel

Physical Therapists

Sales Agents – Selected Business Services

Social Workers

Software Engineers

Stock Clerks – Stockroom, Warehouse, Storage Yard

Tellers

Cashiers

OES Code 490230

DESCRIPTION

Cashiers receive and disburse cash payments, handle credit transactions, make change, issue receipts, and balance the tender drawer in a variety of establishments. Their work usually involves the use of adding machines, cash registers, and change makers.

WAGES AND BENEFITS

WAGES

<i>Non-Union/Collective Bargaining</i>	<i>Low</i>	<i>High</i>	<i>Median</i>
New Hire, No Experience	\$5.75	\$8.71	\$6.50
New Hire, Experienced	\$5.75	\$8.50	\$6.85
Experienced, 3 Yrs w/firm	\$6.25	\$9.75	\$8.00

BENEFITS – Full-time Employment

	<i>Employer Pays All</i>	<i>Share Cost</i>	<i>Employee Pays All</i>	<i>Not Provided</i>
Medical Insurance	20%	60%	0%	7%
Dental Insurance	13%	60%	0%	13%
Vision Insurance	13%	33%	0%	40%
Life Insurance	13%	53%	0%	20%
Sick Leave	47%	13%	0%	27%
Vacation	53%	27%	0%	7%
Retirement Plan	20%	53%	0%	13%
Child Care	0%	7%	0%	80%

SIZE OF OCCUPATION

RANGE - Very Large – More than 996 workers

GENDER - Male 32%, Female 68%

SUPPLY AND DEMAND

Firms report it is not difficult to find qualified applicants who have no prior experience. Applicants encounter a very competitive job market.

HIRING METHODS

Employee Referrals	29%
Colleges/Universities	0%
Internet	14%
Trade Journals	0%
Union Hall Referrals	0%
Walk-in Applicants	71%
Newspaper Ads	50%
School/Program Referrals	7%
EDD	21%
In-house Promotion/Transfer	29%
Other	14%

PROJECTIONS

GROWTH RATE - Slower than average
(3.5% annually)

Golden Sierra Job Training Agency - Alpine, El Dorado, Nevada, Placer, and Sierra Counties

Cashiers, cont.

15 Firms Responding

Surveyed Summer 1999

WHERE THE JOBS ARE

Grocery stores	33.3%
Eating places	17.7%
Gasoline service stations	12.6%
Drug stores and proprietary stores	7.0%
Amusement and recreation	4.4%
Other	25.0%

OTHER INFORMATION

SHIFTS

Day.....	100%
Swing.....	47%
Graveyard.....	13%

HOURS

Almost all employers offer work on a full time basis averaging 39 hours per week. Almost all employers offer work on a part time basis averaging 21 hours per week. Some employers offer work on a seasonal basis averaging 30 hours per week.

All = 100%, **Almost All** = 80% to 99%, **Most** = 60% to 79%, **Many** = 40% to 59%, **Some** = 20% to 39%, **Few** = less than 20%.

OTHER RELATED INFORMATION SOURCES

DOT Code # 211.362-010
CA Occupational Guide # 31

EMPLOYER REQUIREMENTS

EXPERIENCE

	Work Experience Required	Training as a Substitute for Experience
Yes	0%	67%
No	100%	33%

QUALIFICATIONS

Technical: Ability to follow check cashing procedures. Ability to operate a cash register. Record keeping skills. Cash handling skills. Grocery checking skills. Bondable.

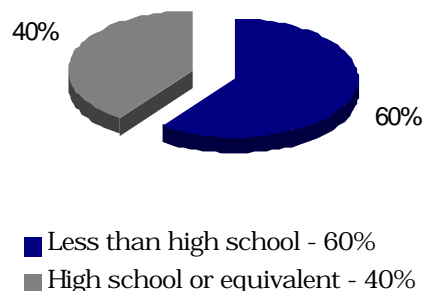
Physical: Ability to stand continuously for 2 or more hours.

Personal: Ability to work independently. Ability to work under pressure. Willingness to work with close supervision. Public contact skills.

Legally Mandated Requirements: None identified

EDUCATION

Surveyed employers reported the following educational levels required for recent hires:



Golden Sierra Job Training Agency - Alpine, El Dorado, Nevada, Placer, and Sierra Counties

Cooks - Restaurant

OES Code 650260

DESCRIPTION

Restaurant Cooks prepare, season, and cook soups, meats, vegetables, desserts, and other foodstuffs in restaurants. They may order supplies, keep records and accounts, price items on a menu, or plan the menu.

WAGES AND BENEFITS

WAGES

<i>Non-Union/Collective Bargaining</i>	<i>Low</i>	<i>High</i>	<i>Median</i>
New Hire, No Experience	\$5.75	\$8.00	\$6.75
New Hire, Experienced	\$6.00	\$11.50	\$8.00
Experienced, 3 Yrs w/firm	\$7.50	\$13.00	\$10.00

BENEFITS – Full-time Employment

	<i>Employer Pays All</i>	<i>Share Cost</i>	<i>Employee Pays All</i>	<i>Not Provided</i>
Medical Insurance	21%	43%	0%	36%
Dental Insurance	14%	36%	0%	50%
Vision Insurance	7%	7%	0%	86%
Life Insurance	0%	21%	0%	79%
Sick Leave	21%	0%	0%	79%
Vacation	43%	7%	0%	50%
Retirement Plan	7%	21%	0%	71%
Child Care	0%	0%	0%	100%

SIZE OF OCCUPATION

RANGE - Very Large – More than 996 workers

GENDER - Male 85%, Female 15%

SUPPLY AND DEMAND

Firms report it is very difficult to find qualified applicants who have prior experience. Applicants encounter little competition in their job search.

Firms report it is very difficult to find qualified applicants who have no prior experience. Applicants encounter little competition in their job search.

HIRING METHODS

Employee Referrals	67%
Colleges/Universities	7%
Internet	0%
Trade Journals	0%
Union Hall Referrals	0%
Walk-in Applicants	73%
Newspaper Ads	80%
Private Employment Agencies	0%
School/Program Referrals	7%
In-house Promotion/Transfer	27%
Other	7%

PROJECTIONS

GROWTH RATE - Slower than average
(3.0% annually)

Golden Sierra Job Training Agency - Alpine, El Dorado, Nevada, Placer, and Sierra Counties

Cooks – Restaurant, cont.

15 Firms Responding

Surveyed Summer 1999

WHERE THE JOBS ARE

Eating places	82.7%
Hotels and motels	9.7%
Other	7.6%

OTHER INFORMATION

SHIFTS

Day.....	87%
Swing.....	93%
Graveyard.....	13%
Other.....	7%

HOURS

Almost all employers offer work on a full time basis averaging 41 hours per week. Many employers offer work on a part time basis averaging 23 hours per week. Few employers offer work on a seasonal basis averaging 40 hours per week.

All = 100%, **Almost All** = 80% to 99%, **Most** = 60% to 79%, **Many** = 40% to 59%, **Some** = 20% to 39%, **Few** = less than 20%.

Wages: Many employers offer tips and bonuses ranging from \$.02 to \$1.25 per hour.

OTHER RELATED INFORMATION SOURCES

DOT Code # 313.361-014
CA Occupational Guide # 95

EMPLOYER REQUIREMENTS

EXPERIENCE

	Work Experience Required	Training as a Substitute for Experience
Yes	100%	27%
No	0%	73%

QUALIFICATIONS

Technical: Ability to plan and organize the work of others. Ability to cook ethnic foods. Ability to write effectively. Sauce making skills. Food baking skills. Pastry making skills. Meat carving skills. Food buying skills. Menu planning skills.

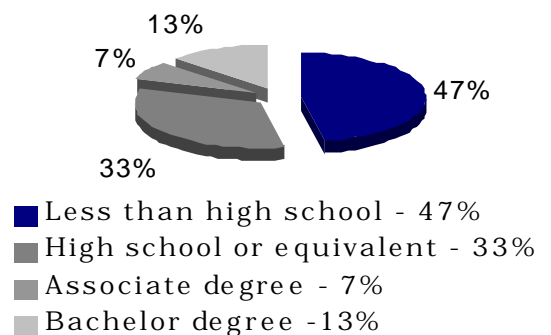
Physical: Ability to pass a pre-employment medical examination. Ability to stand continuously for 2 or more hours. Ability to lift at least 30 lbs. repeatedly.

Personal: Ability to work independently. Ability to work under pressure. Willingness to work with close supervision.

Legally Mandated Requirements: None identified

EDUCATION

Surveyed employers reported the following educational levels required for recent hires:



Golden Sierra Job Training Agency - Alpine, El Dorado, Nevada, Placer, and Sierra Counties

Counter and Rental Clerks

OES Code 490170

DESCRIPTION

Counter and Rental Clerks receive articles and/or orders for services, such as rentals, repairs, dry-cleaning, and storage. They may compute cost and accept payment.

WAGES AND BENEFITS

WAGES

<i>Non-Union/Collective Bargaining</i>	<i>Low</i>	<i>High</i>	<i>Median</i>
New Hire, No Experience	\$5.75	\$8.00	\$6.00
New Hire, Experienced	\$5.75	\$9.00	\$6.50
Experienced, 3 Yrs w/firm	\$5.75	\$10.00	\$7.50

BENEFITS – Full-time Employment

	<i>Employer Pays All</i>	<i>Share Cost</i>	<i>Employee Pays All</i>	<i>Not Provided</i>
Medical Insurance	14%	14%	7%	29%
Dental Insurance	7%	7%	7%	43%
Vision Insurance	0%	21%	0%	43%
Life Insurance	14%	7%	0%	43%
Sick Leave	21%	14%	0%	29%
Vacation	21%	7%	0%	36%
Retirement Plan	7%	7%	7%	43%
Child Care	0%	7%	7%	50%

SIZE OF OCCUPATION

RANGE - Large – 460 to 996 workers

GENDER - Male 64%, Female 36%

SUPPLY AND DEMAND

Firms report it is moderately difficult to find qualified applicants who have no prior experience. Applicants encounter little competition in their job search.

HIRING METHODS

Employee Referrals	71%
Colleges/Universities	12%
Internet	0%
Trade Journals	0%
Union Hall Referrals	0%
Walk-in Applicants	65%
Newspaper Ads	53%
Private Employment Agencies	0%
School/Program Referrals	6%
In-house Promotion/Transfer	24%
Other	12%

PROJECTIONS

GROWTH RATE - Faster than average
(4.4% annually)

Golden Sierra Job Training Agency - Alpine, El Dorado, Nevada, Placer, and Sierra Counties

Counter and Rental Clerks, cont.

17 Firms Responding

Surveyed Summer 1999

WHERE THE JOBS ARE

Video tape rental	37.7%
Amusement and recreation	20.3%
Help supply services	5.3%
Dry cleaning plants	5.2%
Department stores	4.2%
Other	27.3%

OTHER INFORMATION

SHIFTS

Day.....	94%
Swing.....	41%
Graveyard.....	0%

HOURS

Many employers offer work on a full time basis averaging 41 hours per week. Many employers offer work on a part time basis averaging 20 hours per week. Some employers offer work on a seasonal basis averaging 32 hours per week.

All = 100%, **Almost All** = 80% to 99%, **Most** = 60% to 79%, **Many** = 40% to 59%, **Some** = 20% to 39%, **Few** = less than 20%.

Wages: Few employers offer a bonus from \$.09 to \$.61 per hour.

OTHER RELATED INFORMATION SOURCES

DOT Code # 249.362-010
CA Occupational Guide # 511

EMPLOYER REQUIREMENTS

EXPERIENCE

	Work Experience Required	Training as a Substitute for Experience
Yes	0%	75%
No	100%	25%

QUALIFICATIONS

Technical: Ability to use a calculator. Ability to operate a cash register. Cash handling skills. Bondable.

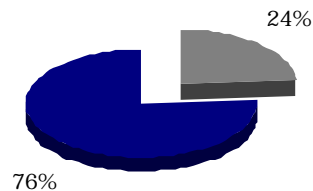
Physical: Ability to stand continuously for 2 or more hours.

Personal: Ability to work independently. Willingness to work with close supervision. Customer service skills.

Legally Mandated Requirements: None identified

EDUCATION

Surveyed employers reported the following educational levels required for recent hires:



- Less than high school - 24%
- High school or equivalent - 76%

Golden Sierra Job Training Agency - Alpine, El Dorado, Nevada, Placer, and Sierra Counties

Forklift Operators

OES Code 921683999

DESCRIPTION

Forklift Operators operate forklift to push, pull, lift, stack, tier or move products, equipment, or materials in warehouse, storage yard, or factory.

WAGES AND BENEFITS

WAGES

<i>Non-Union/Collective Bargaining</i>	<i>Low</i>	<i>High</i>	<i>Median</i>
New Hire, No Experience	\$5.75	\$11.51	\$8.00
New Hire, Experienced	\$6.00	\$13.42	\$8.50
Experienced, 3 Yrs w/firm	\$7.00	\$14.51	\$11.25

BENEFITS – Full-time Employment

	<i>Employer Pays All</i>	<i>Share Cost</i>	<i>Employee Pays All</i>	<i>Not Provided</i>
Medical Insurance	36%	50%	0%	14%
Dental Insurance	29%	43%	7%	21%
Vision Insurance	14%	21%	7%	57%
Life Insurance	29%	43%	0%	29%
Sick Leave	57%	21%	0%	21%
Vacation	79%	14%	0%	7%
Retirement Plan	36%	43%	7%	14%
Child Care	0%	7%	7%	86%

SIZE OF OCCUPATION

RANGE - Medium - 230 to 459

GENDER - Male 74%, Female 26%

Golden Sierra Job Training Agency - Alpine, El Dorado, Nevada, Placer, and Sierra Counties

SUPPLY AND DEMAND

Firms report it is very difficult to find qualified applicants who have prior experience. Applicants encounter little competition in their job search.

Firms report it is not difficult to find qualified applicants who have no prior experience. Applicants encounter a very competitive job market.

HIRING METHODS

Employee Referrals	40%
Colleges/Universities	0%
Internet	0%
Trade Journals	0%
Union Hall Referrals	0%
Walk-in Applicants	60%
Newspaper Ads	53%
Private Employment Agencies	0%
School/Program Referrals	0%
EDD	20%
In-house Promotion/Transfer	33%

PROJECTIONS

GROWTH RATE - Faster than average
(4.5% annually)

Forklift Operators, cont.

15 Firms Responding

Surveyed Summer 1999

WHERE THE JOBS ARE

Structural clay products	24.5%
Lumber and other building materials	15.6%
Department stores	9.1%
Sawmills and planing mills	7.0%
Other	43.8%

OTHER INFORMATION

SHIFTS

Day.....	100%
Swing.....	20%
Graveyard.....	13%

HOURS

Almost all employers offer work on a full time basis averaging 40 hours per week. Many employers offer work on a part time basis averaging 24 hours per week. Few employers offer work on a temporary/on call basis averaging 25 hours per week.

All = 100%, **Almost All** = 80% to 99%, **Most** = 60% to 79%, **Many** = 40% to 59%, **Some** = 20% to 39%, **Few** = less than 20%.

Wages: Some employers offer bonuses ranging from \$.05 to \$1.15 per hour.

OTHER RELATED INFORMATION SOURCES

DOT Code # 921.683-050
CA Occupational Guide # 190

EMPLOYER REQUIREMENTS

EXPERIENCE

	Work Experience Required	Training as a Substitute for Experience
Yes	67%	75%
No	33%	25%

QUALIFICATIONS

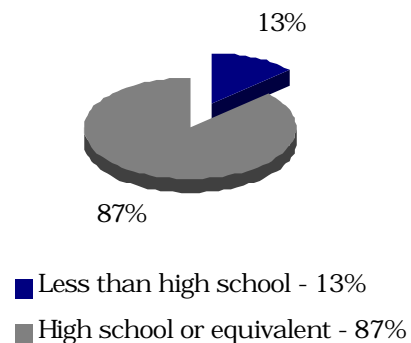
Technical: Ability to follow safe truck operating procedures. Ability to keep accurate records of materials moved. Ability to operate hand or electric pallet jack. Good hand, eye, foot coordination. Knowledge of loading pallets skids and boxes.

Physical: Ability to do physically demanding work. Ability to lift 50 lbs. Ability to pass forklift operators safety test. Possession of a CA drivers license. Clean DMV record.

Legally Mandated Requirements: None identified

EDUCATION

Surveyed employers reported the following educational levels required for recent hires:



Golden Sierra Job Training Agency - Alpine, El Dorado, Nevada, Placer, and Sierra Counties

General Office Clerks

OES Code 553470

DESCRIPTION

General Office Clerks perform a wide variety of tasks. Clerical duties may be assigned in accordance with the office procedures of individual establishments and may include a combination of bookkeeping, typing, stenography, office machine operation, and filing.

WAGES AND BENEFITS

WAGES

<i>Non-Union/Collective Bargaining</i>	<i>Low</i>	<i>High</i>	<i>Median</i>
New Hire, No Experience	\$7.20	\$10.29	\$8.75
New Hire, Experienced	\$7.50	\$10.29	\$8.00
Experienced, 3 Yrs w/firm	\$9.00	\$15.62	\$11.00

<i>Union/Collective Bargaining</i>	<i>Low</i>	<i>High</i>	<i>Median</i>
New Hire, No Experience	\$7.00	\$10.41	\$8.64
New Hire, Experienced	\$7.00	\$11.58	\$9.37
Experienced, 3 Yrs w/firm	\$8.00	\$14.61	\$10.93

BENEFITS – Full-time Employment

	<i>Employer Pays All</i>	<i>Share Cost</i>	<i>Employee Pays All</i>	<i>Not Provided</i>
Medical Insurance	56%	44%	0%	0%
Dental Insurance	56%	44%	0%	0%
Vision Insurance	44%	33%	6%	17%
Life Insurance	56%	11%	11%	22%
Sick Leave	83%	6%	0%	11%
Vacation	89%	6%	0%	6%
Retirement Plan	50%	28%	11%	11%
Child Care	0%	0%	0%	100%

SIZE OF OCCUPATION

RANGE - Very Large – More than 996 workers

GENDER - Male 4%, Female 96%

SUPPLY AND DEMAND

Firms report it is moderately difficult to find qualified applicants who have prior experience. Applicants encounter some competition in their job search.

Firms report it is not difficult to find qualified applicants who have no prior experience. Applicants encounter a very competitive job market.

HIRING METHODS

Employee Referrals	56%
Colleges/Universities	6%
Internet	22%
Trade Journals	0%
Union Hall Referrals	6%
Walk-in Applicants	39%
Newspaper Ads	94%
Private Employment Agencies	11%
School/Program Referrals	11%
EDD	0%
In-house Promotion/Transfer	50%

PROJECTIONS

GROWTH RATE - Slower than average
(3.0% annually)

Golden Sierra Job Training Agency - Alpine, El Dorado, Nevada, Placer, and Sierra Counties

General Office Clerks, cont.

18 Firms Responding

Surveyed Summer 1999

WHERE THE JOBS ARE

Local government	10.0%
Elementary and secondary schools	6.8%
General medical and surgical hospital	5.7%
Computer terminals	3.1%
Other	74.4%

OTHER INFORMATION

SHIFTS

Day.....	100%
Swing.....	0%
Graveyard.....	0%

HOURS

Almost all employers offer work on a full time basis averaging 40 hours per week. Many employers offer work on a part time basis averaging 21 hours per week. Few employers offer work on a seasonal basis averaging 35 hours per week.

All = 100%, **Almost All** = 80% to 99%, **Most** = 60% to 79%,
Many = 40% to 59%, **Some** = 20% to 39%, **Few** = less than 20%.

OTHER RELATED INFORMATION SOURCES

DOT Code # 209.562-010
CA Occupational Guide # 295

EMPLOYER REQUIREMENTS

EXPERIENCE

	Work Experience Required	Training as a Substitute for Experience
Yes	82%	62%
No	18%	38%

QUALIFICATIONS

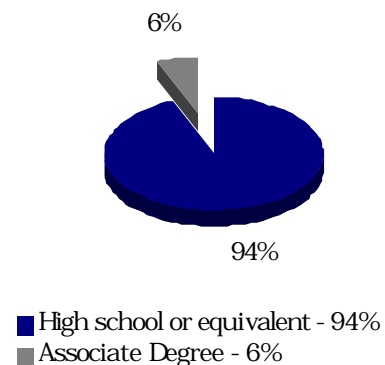
Technical: Ability to operate 10-key adding machine by touch. Ability to operate a transcribing machine. Ability to write effectively. Ability to type at least 45 wpm. Record keeping skills. Alphabetic and numeric filing skills. English grammar, spelling, and punctuation skills. Telephone answering skills.

Personal: Ability to work independently. Ability to perform routine, repetitive work. Public contact skills. Willingness to work with close supervision.

Legally Mandated Requirements: None identified

EDUCATION

Surveyed employers reported the following educational levels required for recent hires:



Golden Sierra Job Training Agency - Alpine, El Dorado, Nevada, Placer, and Sierra Counties

Home Health Aides

OES Code 660110

DESCRIPTION

Home Health Aides care for elderly, convalescent, or handicapped persons in their homes. They perform duties for patients such as changing bed linens, preparing meals, assisting in and out of bed, bathing, dressing, grooming, and assisting with medications under doctors' orders or direction of nurse.

WAGES AND BENEFITS

WAGES

<i>Non-Union/Collective Bargaining</i>	<i>Low</i>	<i>High</i>	<i>Median</i>
New Hire, No Experience	\$6.00	\$9.21	\$8.50
New Hire, Experienced	\$7.50	\$10.30	\$8.50
Experienced, 3 Yrs w/firm	\$8.00	\$12.00	\$10.45

BENEFITS – Full-time Employment

	<i>Employer Pays All</i>	<i>Share Cost</i>	<i>Employee Pays All</i>	<i>Not Provided</i>
Medical Insurance	23%	62%	0%	8%
Dental Insurance	23%	46%	0%	23%
Vision Insurance	23%	38%	0%	31%
Life Insurance	31%	31%	0%	31%
Sick Leave	54%	0%	0%	38%
Vacation	46%	15%	0%	31%
Retirement Plan	23%	46%	8%	15%
Child Care	0%	0%	0%	92%

SIZE OF OCCUPATION

RANGE - Medium – 230 to 459 workers

GENDER - Male 6%, Female 94%

Golden Sierra Job Training Agency - Alpine, El Dorado, Nevada, Placer, and Sierra Counties

SUPPLY AND DEMAND

Firms report it is moderately difficult to find qualified applicants who have prior experience. Applicants encounter some competition in their job search.

Firms report it is very difficult to find qualified applicants who have no prior experience. Applicants encounter little competition in their job search.

HIRING METHODS

Employee Referrals	71%
Colleges/Universities	0%
Internet	0%
Trade Journals	0%
Union Hall Referrals	0%
Walk-in Applicants	50%
Newspaper Ads	79%
Private Employment Agencies	0%
School/Program Referrals	7%
EDD	14%
In-house Promotion/Transfer	21%

PROJECTIONS

GROWTH RATE - Much faster than average
(7.1% annually)

Home Health Aides, cont.

14 Firms Responding

Surveyed Summer 1999

WHERE THE JOBS ARE

Home health care services	33.3%
Help supply services	22.2%
General medical and surgical hospitals	15.8%
Residential care	13.8%
Nursing and personal care	6.7%
Other	8.2%

OTHER INFORMATION

SHIFTS

Day.....	100%
Swing.....	64%
Graveyard.....	50%
Other.....	7%

HOURS

Most employers offer work on a full time basis averaging 41 hours per week. Most employers offer work on a part time basis averaging 21 hours per week. Many employers offer work on a temporary/on call basis averaging 21 hours per week.

All = 100%, **Almost All** = 80% to 99%, **Most** = 60% to 79%,
Many = 40% to 59%, **Some** = 20% to 39%, **Few** = less than 20%.

OTHER RELATED INFORMATION SOURCES

DOT Code # 354.377-014
CA Occupational Guide # 461

EMPLOYER REQUIREMENTS

EXPERIENCE

	Work Experience Required	Training as a Substitute for Experience
Yes	88%	54%
No	12%	46%

QUALIFICATIONS

Technical: Ability to prepare meals. Ability to apply transferring techniques moving patients. Ability to write effectively. Possession of a valid driver's license.

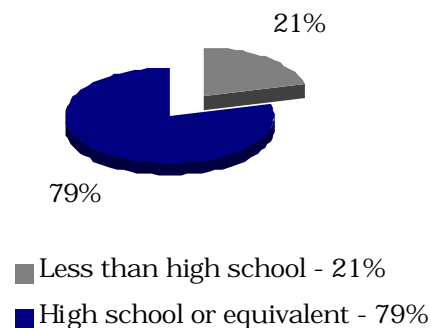
Physical: Ability to pass a pre-employment medical examination.

Personal: Ability to work independently. Willingness to work with close supervision. Possession of a reliable vehicle.

Legally Mandated Requirements: Home Health Aide Certificate (legislation in progress). Certification as a Nursing Assistant.

EDUCATION

Surveyed employers reported the following educational levels required for recent hires:



Golden Sierra Job Training Agency - Alpine, El Dorado, Nevada, Placer, and Sierra Counties

Internet Web Site Designers/Developers (Webmasters)

OES Code 031064999

DESCRIPTION

Internet Web Site Designers/Developers (Webmasters) are responsible for managing the content of an organization's Internet web site. Usually using specialized software; they create, design and maintain web pages to communicate an organization's message to Internet users.

WAGES AND BENEFITS

WAGES

<i>Non-Union/Collective Bargaining</i>	<i>Low</i>	<i>High</i>	<i>Median</i>
New Hire, No Experience	\$5.75	\$5.75	\$5.75
New Hire, Experienced	\$7.00	\$21.58	\$12.02
Experienced, 3 Yrs w/firm	\$10.00	\$34.52	\$18.59

BENEFITS – Full-time Employment

	<i>Employer Pays All</i>	<i>Share Cost</i>	<i>Employee Pays All</i>	<i>Not Provided</i>
Medical Insurance	46%	33%	0%	13%
Dental Insurance	40%	33%	0%	20%
Vision Insurance	14%	33%	0%	40%
Life Insurance	40%	13%	0%	40%
Sick Leave	66%	6%	0%	20%
Vacation	73%	6%	0%	13%
Retirement Plan	14%	26%	20%	26%
Child Care	0%	0%	0%	0%

SIZE OF OCCUPATION

RANGE - Medium – 230 to 459 workers

GENDER - Male 100%, Female 0%

SUPPLY AND DEMAND

Firms report it is very difficult to find qualified applicants who have prior experience. Applicants encounter little competition in their job search.

Firms report it is very difficult to find qualified applicants who have no prior experience. Applicants encounter little competition in their job search.

HIRING METHODS

Employee Referrals	66%
Colleges/Universities	13%
Internet	33%
Trade Journals	6%
Union Hall Referrals	0%
Walk-in Applicants	26%
Newspaper Ads	40%
Private Employment Agencies	20%
School/Program Referrals	0%
EDD	0%
In-house Promotion/Transfer	13%

PROJECTIONS

GROWTH RATE - Much faster than average (18.4% annually)

Golden Sierra Job Training Agency - Alpine, El Dorado, Nevada, Placer, and Sierra Counties

Internet Designers (Webmasters), cont.

15 Firms Responding

Surveyed Summer 1999

WHERE THE JOBS ARE

Computer related services	*
Information retrieval services	*
Computer maintenance and repair	*
Computer programming services	*

* Projections not available as this is a new and emerging occupation.

OTHER INFORMATION

SHIFTS

Day.....	93%
Swing.....	0%
Graveyard.....	0%
Other.....	7%

HOURS

Almost all employers offer work on a full time basis averaging 40 hours per week. Few employers offer work on a part time basis averaging 10 hours per week.

All = 100%, **Almost All** = 80% to 99%, **Most** = 60% to 79%,
Many = 40% to 59%, **Some** = 20% to 39%, **Few** = less than 20%.

OTHER RELATED INFORMATION SOURCES

DOT Code # 030.167-014

EMPLOYER REQUIREMENTS

EXPERIENCE

	Work Experience Required	Training as a Substitute for Experience
Yes	93%	21%
No	7%	79%

QUALIFICATIONS

Technical: Ability to create web pages using JAVA, HTML, and VRML. Ability to use various database applications. Ability to use various CGI languages (e.g. C, C++, and PERL). Ability to develop various electronic and database linkages. Understanding of various operating systems (e.g. UNIX). Computer graphic design skills. File management skills. Desktop publishing skills.

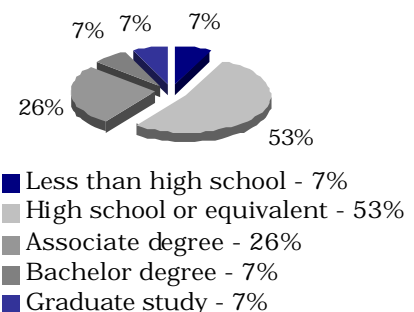
Physical: Ability to sit continuously for 2 or more hours.

Personal: Ability to work independently. Ability to work under pressure. Willingness to work with close supervision. Willingness to work as part of a team.

Legally Mandated Requirements: None identified

EDUCATION

Surveyed employers reported the following educational levels required for recent hires:



Golden Sierra Job Training Agency - Alpine, El Dorado, Nevada, Placer, and Sierra Counties

Janitors and Cleaners – Except Maids and Housekeeping

OES Code 670050

DESCRIPTION

Janitors and Cleaners, except Maids and Housekeeping Cleaners, keep buildings in clean and orderly condition. They perform heavy cleaning duties, such as operating motor-driven cleaning equipment, mopping floors, washing walls and glass, and removing rubbish. They may have additional duties and responsibilities, such as tending furnaces and boilers, performing routine maintenance activities, notifying management of need for repairs and additions, and cleaning snow or debris from sidewalks.

WAGES AND BENEFITS

WAGES

<i>Non-Union/Collective Bargaining</i>	<i>Low</i>	<i>High</i>	<i>Median</i>
New Hire, No Experience	\$5.75	\$9.90	\$7.00
New Hire, Experienced	\$6.26	\$10.95	\$8.00
Experienced, 3 Yrs w/firm	\$7.00	\$12.00	\$9.00

<i>Union/Collective Bargaining</i>	<i>Low</i>	<i>High</i>	<i>Median</i>
New Hire, No Experience	\$7.72	\$10.89	\$9.57
New Hire, Experienced	\$7.80	\$11.64	\$9.61
Experienced, 3 Yrs w/firm	\$7.80	\$14.23	\$11.69

BENEFITS – Full-time Employment

	<i>Employer Pays All</i>	<i>Share Cost</i>	<i>Employee Pays All</i>	<i>Not Provided</i>
Medical Insurance	63%	25%	0%	0%
Dental Insurance	56%	25%	0%	6%
Vision Insurance	56%	19%	0%	13%
Life Insurance	31%	6%	13%	38%
Sick Leave	88%	0%	0%	0%
Vacation	88%	0%	0%	0%
Retirement Plan	44%	38%	0%	6%
Child Care	0%	0%	0%	88%

SIZE OF OCCUPATION

RANGE - Very Large – More than 996 workers

GENDER - Male 89%, Female 11%

SUPPLY AND DEMAND

Firms report it is moderately difficult to find qualified applicants who have prior experience. Applicants encounter some competition in their job search.

Firms report it is not difficult to find qualified applicants who have no prior experience. Applicants encounter a very competitive job market.

HIRING METHODS

Employee Referrals	50%
Colleges/Universities	0%
Internet	0%
Trade Journals	0%
Union Hall Referrals	0%
Walk-in Applicants	56%
Newspaper Ads	81%
Private Employment Agencies	0%
School/Program Referrals	13%
In-house Promotion/Transfer	44%
Other	6%

PROJECTIONS

GROWTH RATE - Slower than average
(2.9% annually)

Golden Sierra Job Training Agency - Alpine, El Dorado, Nevada, Placer, and Sierra Counties

Janitors and Cleaners, cont.

16 Firms Responding

Surveyed Summer 1999

WHERE THE JOBS ARE

Elementary and secondary schools	23.8%
Building maintenance services	18.5%
Grocery stores	7.8%
Hotels and motels	6.0%
Eating places	5.4%
Other	38.5%

OTHER INFORMATION

SHIFTS

Day.....	88%
Swing.....	63%
Graveyard.....	25%

HOURS

Almost all employers offer work on a full time basis averaging 40 hours per week. Some employers offer work on a part time basis averaging 27 hours per week. Few employers offer work on a temporary/on call basis averaging 30 hours per week. Few employers offer work on a seasonal basis averaging 21 hours per week.

Wages: Few employers offer a shift differential of \$.39 per hour.

All = 100%, **Almost All** = 80% to 99%, **Most** = 60% to 79%, **Many** = 40% to 59%, **Some** = 20% to 39%, **Few** = less than 20%.

OTHER RELATED INFORMATION SOURCES

DOT Code # 382.664-010
CA Occupational Guide # 84

EMPLOYER REQUIREMENTS

EXPERIENCE

	Work Experience Required	Training as a Substitute for Experience
Yes	44%	55%
No	56%	45%

QUALIFICATIONS

Technical: Ability to operate floor polishing equipment. Ability to shampoo carpets. Understanding of cleaning compounds and solutions. Brush painting skills. Lawn and garden care skills. Window washing skills. Pest extermination skills. Painting skills. Ceramic or floor tile repair skills. Carpentry skills. Bondable. Possession of a valid driver's license.

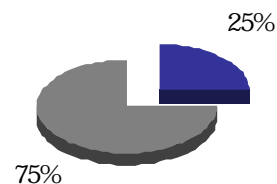
Physical: Ability to lift at least 100 lbs. repeatedly.

Personal: Ability to work independently. Willingness to work with close supervision. Possession of a reliable vehicle.

Legally Mandated Requirements: None identified

EDUCATION

Surveyed employers reported the following educational levels required for recent hires:



- Less than high school - 25%
- High school or equivalent - 75%

Golden Sierra Job Training Agency - Alpine, El Dorado, Nevada, Placer, and Sierra Counties

Licensed Vocational Nurses

OES Code 325050

DESCRIPTION

Licensed Vocational Nurses care for ill, injured, convalescent, and handicapped persons in hospitals, clinics, private homes, sanitariums, and similar institutions.

WAGES AND BENEFITS

WAGES

<i>Non-Union/Collective Bargaining</i>	<i>Low</i>	<i>High</i>	<i>Median</i>
New Hire, No Experience	\$10.00	\$17.00	\$13.50
New Hire, Experienced	\$11.00	\$17.00	\$13.50
Experienced, 3 Yrs w/firm	\$12.00	\$17.48	\$15.00

<i>Union/Collective Bargaining</i>	<i>Low</i>	<i>High</i>	<i>Median</i>
New Hire, No Experience	\$11.78	\$14.25	\$13.55
New Hire, Experienced	\$13.16	\$14.50	\$13.55
Experienced, 3 Yrs w/firm	\$15.05	\$15.26	\$15.25

BENEFITS – Full-time Employment

	<i>Employer Pays All</i>	<i>Share Cost</i>	<i>Employee Pays All</i>	<i>Not Provided</i>
Medical Insurance	46%	54%	0%	0%
Dental Insurance	38%	46%	0%	15%
Vision Insurance	31%	38%	0%	31%
Life Insurance	23%	46%	8%	23%
Sick Leave	69%	15%	8%	8%
Vacation	69%	15%	8%	8%
Retirement Plan	23%	38%	8%	31%
Child Care	0%	0%	8%	92%

SIZE OF OCCUPATION

RANGE - Very large – More than 996 workers

GENDER - Male 9%, Female 91%

SUPPLY AND DEMAND

Firms report it is very difficult to find qualified applicants who have prior experience. Applicants encounter little competition in their job search.

Firms report it is very difficult to find qualified applicants who have no prior experience. Applicants encounter little competition in their job search.

HIRING METHODS

Employee Referrals	60%
Colleges/Universities	20%
Internet	0%
Trade Journals	0%
Union Hall Referrals	0%
Walk-in Applicants	67%
Newspaper Ads	100%
Private Employment Agencies	0%
School/Program Referrals	13%
EDD	0%
In-house Promotion/Transfer	7%

PROJECTIONS

GROWTH RATE - Average
(3.6% annually)

Golden Sierra Job Training Agency - Alpine, El Dorado, Nevada, Placer, and Sierra Counties

Licensed Vocational Nurses, cont.

15 Firms Responding

Surveyed Summer 1999

WHERE THE JOBS ARE

Skilled nursing care facilities	36.0%
Offices and clinics of medical doctor	23.6%
Home health care services	11.0%
Nursing and personal care	10.7%
General medical and surgical hospital	9.0%
Other	9.7%

OTHER INFORMATION

SHIFTS

Day.....	93%
Swing.....	60%
Graveyard.....	60%
Other.....	7%

HOURS

Almost all employers offer work on a full time basis averaging 39 hours per week. Many employers offer work on a part time basis averaging 25 hours per week. Many employers offer work on a temporary/on call basis averaging 19 hours per week.

All = 100%, **Almost All** = 80% to 99%, **Most** = 60% to 79%, **Many** = 40% to 59%, **Some** = 20% to 39%, **Few** = less than 20%.

OTHER RELATED INFORMATION SOURCES

DOT Code # 079.374-014
CA Occupational Guide # 313

EMPLOYER REQUIREMENTS

EXPERIENCE

	Work Experience Required	Training as a Substitute for Experience
Yes	70%	8%
No	30%	92%

QUALIFICATIONS

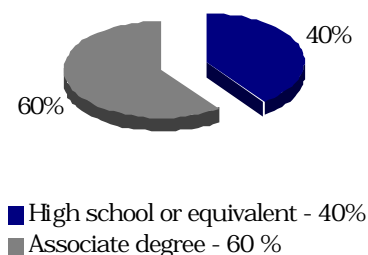
Technical: Ability to complete and explain insurance forms. Ability to follow laboratory procedures. Ability to provide personal services to patients. Ability to administer an electrocardiograph (EKG) test. Ability to administer injections. Ability to apply transferring techniques moving patients. Ability to take vital signs. Ability to detect complications in patients. Ability to write effectively. Knowledge of medical terminology. Understanding of asepsis. Record keeping skills. Blood drawing skills. Inhalation therapy skills.

Personal: Ability to work independently. Ability to handle crisis situations. Willingness to work with close supervision.

Legally Mandated Requirements: LVN License

EDUCATION

Surveyed employers reported the following educational levels required for recent hires:



Golden Sierra Job Training Agency - Alpine, El Dorado, Nevada, Placer, and Sierra Counties

Machinists

OES Code 891080

DESCRIPTION

Machinists set up and operate machine tools and fit and assemble parts to make or repair metal parts, mechanisms, tools or machines by applying their knowledge of mechanics, shop mathematics, metal properties, and layout machining procedures. They study specifications, such as blueprints, sketches, or descriptions of parts to be replaced, and they plan sequences of operations.

WAGES AND BENEFITS

WAGES

<i>Non-Union/Collective Bargaining</i>	<i>Low</i>	<i>High</i>	<i>Median</i>
New Hire, No Experience	\$6.50	\$7.50	\$7.13
New Hire, Experienced	\$7.00	\$14.00	\$10.00
Experienced, 3 Yrs w/firm	\$7.75	\$20.00	\$15.00

BENEFITS – Full-time Employment

	<i>Employer Pays All</i>	<i>Share Cost</i>	<i>Employee Pays All</i>	<i>Not Provided</i>
Medical Insurance	59%	35%	0%	6%
Dental Insurance	24%	35%	6%	35%
Vision Insurance	12%	12%	0%	76%
Life Insurance	41%	0%	6%	53%
Sick Leave	47%	0%	0%	53%
Vacation	76%	0%	6%	18%
Retirement Plan	24%	6%	18%	53%
Child Care	0%	0%	0%	100%

SIZE OF OCCUPATION

RANGE - Medium – 230 to 459 workers

GENDER - Male 97%, Female 3%

SUPPLY AND DEMAND

Firms report it is moderately difficult to find qualified applicants who have prior experience. Applicants encounter some competition in their job search.

Firms report it is moderately difficult to find qualified applicants who have no prior experience. Applicants encounter some competition in their job search.

HIRING METHODS

Employee Referrals	71%
Colleges/Universities	0%
Internet	12%
Trade Journals	0%
Union Hall Referrals	0%
Walk-in Applicants	41%
Newspaper Ads	76%
Private Employment Agencies	12%
School/Program Referrals	12%
In-house Promotion/Transfer	12%
Other	6%

PROJECTIONS

GROWTH RATE - Much faster than average
(6.6% annually)

Golden Sierra Job Training Agency - Alpine, El Dorado, Nevada, Placer, and Sierra Counties

Machinists, cont.

17 Firms Responding

Surveyed Summer 1999

WHERE THE JOBS ARE

Industrial machinery	30.6%
Electronic components	14.5%
Hand and edge tools	13.7%
Railroad transportation	3.7%
Machine tool accessories	3.2%
Other	34.3%

OTHER INFORMATION

SHIFTS

Day.....	100%
Swing.....	41%
Graveyard.....	0%

HOURS

All employers offer work on a full time basis averaging 42 hours per week. Few employers offer work on a part time basis averaging 25 hours per week. Few employers offer work on a temporary/on call basis averaging 20 hours per week. Few employers offer work on a seasonal basis averaging 40 hours per week.

All = 100%, **Almost All** = 80% to 99%, **Most** = 60% to 79%, **Many** = 40% to 59%, **Some** = 20% to 39%, **Few** = less than 20%.

Wages: Few employers offer a bonus ranging from \$.57 to \$.87 per hour.

OTHER RELATED INFORMATION SOURCES

DOT Code # 600.260-022
CA Occupational Guide # 9

EMPLOYER REQUIREMENTS

EXPERIENCE

	Work Experience Required	Training as a Substitute for Experience
Yes	87%	60%
No	13%	40%

QUALIFICATIONS

Technical: Ability to operate numerically controlled (NC) machines. Ability to read blueprints. Ability to use hand tools. Ability to operate computer numerically controlled machines. Ability to use precision tools. Ability to write effectively. Understanding of military specifications. Shop math skills.

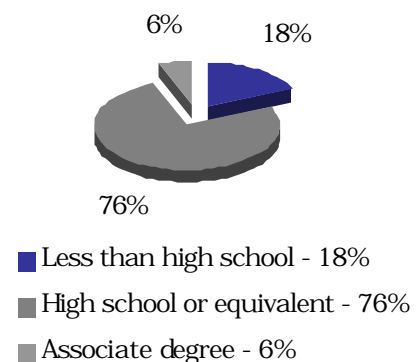
Physical: Ability to stand continuously for 2 or more hours. Ability to perform precision work. Ability to lift at least 50 lbs. repeatedly.

Personal: Ability to provide own hand tools. Ability to work independently. Willingness to work with close supervision.

Legally Mandated Requirements: None identified

EDUCATION

Surveyed employers reported the following educational levels required for recent hires:



Golden Sierra Job Training Agency - Alpine, El Dorado, Nevada, Placer, and Sierra Counties

Maids and Housekeeping Cleaners

OES Code 670020

DESCRIPTION

Maids and Housekeeping Cleaners perform any combination of tasks to maintain rooms in commercial establishments, such as hotels, restaurants and hospitals, in a clean and orderly condition. Their duties include making beds, replenishing linens, cleaning rooms and halls, and arranging furniture.

WAGES AND BENEFITS

WAGES

<i>Non-Union/Collective Bargaining</i>	<i>Low</i>	<i>High</i>	<i>Median</i>
New Hire, No Experience	\$5.75	\$8.00	\$6.25
New Hire, Experienced	\$5.75	\$9.00	\$6.50
Experienced, 3 Yrs w/firm	\$5.75	\$10.50	\$7.50

BENEFITS – Full-time Employment

	<i>Employer Pays All</i>	<i>Share Cost</i>	<i>Employee Pays All</i>	<i>Not Provided</i>
Medical Insurance	13%	47%	0%	20%
Dental Insurance	13%	40%	0%	33%
Vision Insurance	20%	0%	7%	60%
Life Insurance	27%	27%	0%	33%
Sick Leave	40%	0%	0%	40%
Vacation	67%	0%	0%	13%
Retirement Plan	20%	7%	0%	60%
Child Care	0%	0%	0%	80%

SIZE OF OCCUPATION

RANGE - Very Large – More than 996 workers

GENDER - Male 28%, Female 72%

Golden Sierra Job Training Agency - Alpine, El Dorado, Nevada, Placer, and Sierra Counties

SUPPLY AND DEMAND

Firms report it is moderately difficult to find qualified applicants who have no prior experience. Applicants encounter some competition in their job search.

HIRING METHODS

Employee Referrals	86%
Colleges/Universities	0%
Internet	0%
Trade Journals	0%
Union Hall Referrals	0%
Walk-in Applicants	64%
Newspaper Ads	79%
Private Employment Agencies	0%
School/Program Referrals	7%
In-house Promotion/Transfer	7%
Other	14%

PROJECTIONS

GROWTH RATE - Slower than average
(3.2% annually)

Maids and Housekeeping Cleaners, cont.

15 Firms Responding

Surveyed Summer 1999

WHERE THE JOBS ARE

Hotels and motels	54.9%
Skilled nursing care facilities	12.1%
General medical and surgical hospitals	7.4%
Building maintenance services	6.2%
Other	19.4%

OTHER INFORMATION

SHIFTS

Day.....	93%
Swing.....	67%
Graveyard.....	7%

HOURS

Almost all employers offer work on a full time basis averaging 38 hours per week. Most employers offer work on a part time basis averaging 21 hours per week. Few employers offer work on a seasonal basis averaging 37 hours per week.

Wages: Some employers offer bonuses and tips ranging from \$.27 to \$.70 per hour.

All = 100%, **Almost All** = 80% to 99%, **Most** = 60% to 79%,
Many = 40% to 59%, **Some** = 20% to 39%, **Few** = less than 20%.

OTHER RELATED INFORMATION SOURCES

DOT Code # 323.687-014
CA Occupational Guide # 531

EMPLOYER REQUIREMENTS

EXPERIENCE

	<i>Work Experience Required</i>	<i>Training as a Substitute for Experience</i>
Yes	0%	57%
No	100%	43%

QUALIFICATIONS

Technical: Ability to operate commercial laundry machines. Ability to operate commercial vacuum cleaners. Ability to administer emergency first aid. Understanding of cleaning compounds and solutions. Bondable.

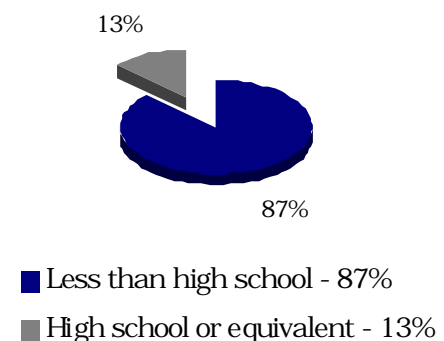
Physical: Ability to stand for prolonged periods. Ability to lift at least 50 lbs. repeatedly.

Personal: Ability to work independently. Willingness to work with close supervision. Possession of a reliable vehicle.

Legally Mandated Requirements: None identified

EDUCATION

Surveyed employers reported the following educational levels required for recent hires:



Golden Sierra Job Training Agency - Alpine, El Dorado, Nevada, Placer, and Sierra Counties

Maintenance Repairers – General Utility

OES Code 851320

DESCRIPTION

Maintenance Repairers perform work involving two or more maintenance skills to keep the machines, mechanical equipment, and/or structure of an establishment in repair. This occupation is generally found in a small establishment where specialization in maintenance work is impractical. Their duties may involve pipefitting, boilermaking, insulating, welding, machining, machine and equipment repairing, carpentry, and electrical work, as well as planning and laying out of work relating to repairs; repairing electrical and/or mechanical equipment; installing, aligning and balancing new equipment; and repairing buildings, floors, or stairs.

WAGES AND BENEFITS

WAGES

<i>Non-Union/Collective Bargaining</i>	<i>Low</i>	<i>High</i>	<i>Median</i>
New Hire, No Experience	\$5.75	\$8.00	\$8.00
New Hire, Experienced	\$7.00	\$11.75	\$8.80
Experienced, 3 Yrs w/firm	\$10.50	\$15.00	\$11.56

<i>Union/Collective Bargaining</i>	<i>Low</i>	<i>High</i>	<i>Median</i>
New Hire, No Experience	\$10.57	\$12.90	\$11.50
New Hire, Experienced	\$10.57	\$15.92	\$12.78
Experienced, 3 Yrs w/firm	\$12.56	\$18.99	\$14.28

BENEFITS – Full-time Employment

	<i>Employer Pays All</i>	<i>Share Cost</i>	<i>Employee Pays All</i>	<i>Not Provided</i>
Medical Insurance	76%	24%	0%	0%
Dental Insurance	65%	35%	0%	0%
Vision Insurance	65%	29%	0%	6%
Life Insurance	65%	0%	12%	24%
Sick Leave	94%	0%	0%	6%
Vacation	94%	0%	0%	6%
Retirement Plan	53%	35%	6%	6%
Child Care	0%	0%	0%	100%

SIZE OF OCCUPATION

RANGE - Very Large – More than 996 workers

GENDER - Male 96%, Female 4%

SUPPLY AND DEMAND

Firms report it is moderately difficult to find qualified applicants who have prior experience. Applicants encounter some competition in their job search.

Firms report it is not difficult to find qualified applicants who have no prior experience. Applicants encounter a very competitive job market.

HIRING METHODS

Employee Referrals	44%
Colleges/Universities	0%
Internet	0%
Trade Journals	13%
Union Hall Referrals	0%
Walk-in Applicants	63%
Newspaper Ads	94%
Private Employment Agencies	0%
School/Program Referrals	0%
EDD	0%
In-house Promotion/Transfer	63%

PROJECTIONS

GROWTH RATE - Faster than average
(4.4% annually)

Maintenance Repairers, cont.

17 Firms Responding

Surveyed Summer 1999

WHERE THE JOBS ARE

Elementary and secondary schools	13.2%
Real estate agents and managers	7.4%
Single-family housing construction	6.0%
Local government	5.9%
Hotels and motels	5.8%
Other	61.7%

OTHER INFORMATION

SHIFTS

Day.....	100%
Swing.....	12%
Graveyard.....	6%

HOURS

All employers offer work on a full time basis averaging 40 hours per week. Few employers offer work on a seasonal basis averaging 40 hours per week.

All = 100%, **Almost All** = 80% to 99%, **Most** = 60% to 79%, **Many** = 40% to 59%, **Some** = 20% to 39%, **Few** = less than 20%.

Wages: Few employers offer overtime of \$15.90 per hour.

OTHER RELATED INFORMATION SOURCES

DOT Code # 899.261-014

EMPLOYER REQUIREMENTS

EXPERIENCE

	Work Experience Required	Training as a Substitute for Experience
Yes	82%	67%
No	18%	33%

QUALIFICATIONS

Technical: Ability to read blueprints. Ability to operate power hand tools. Ability to repair and install heating and air conditioning systems. Ability to do cement work. Swimming pool maintenance skills. Record keeping skills. Arc welding skills. Gas welding skills. Painting skills. Carpentry skills. Electrical repair skills. Plumbing repair skills.

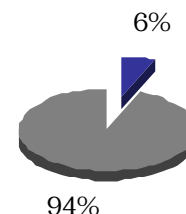
Physical: Ability to lift at least 50 lbs. repeatedly.

Personal: Ability to work independently. Ability to provide own hand tools. Willingness to work with close supervision.

Legally Mandated Requirements: None identified

EDUCATION

Surveyed employers reported the following educational levels required for recent hires:



- Less than high school - 6%
- High school or equivalent - 94%

Golden Sierra Job Training Agency - Alpine, El Dorado, Nevada, Placer, and Sierra Counties

Medical and Clinical Laboratory Assistants

OES Code 329050

DESCRIPTION

Medical and Clinical Laboratory Assistants perform routine tasks in a medical laboratory. They may set up and operate automated equipment which does not require interpretation or judgment to read the results. They may label, centrifuge, and transfer specimens; transcribe results; and prepare culture media and reagents. They may also perform venipuncture if certified to do so. They work under the supervision of a Medical Laboratory Technologist.

WAGES AND BENEFITS

WAGES

<i>Non-Union/Collective Bargaining</i>	<i>Low</i>	<i>High</i>	<i>Median</i>
New Hire, No Experience	\$7.50	\$10.66	\$9.10
New Hire, Experienced	\$8.00	\$11.19	\$10.00
Experienced, 3 Yrs w/firm	\$10.00	\$13.00	\$11.49

BENEFITS – Full-time Employment

	<i>Employer Pays All</i>	<i>Share Cost</i>	<i>Employee Pays All</i>	<i>Not Provided</i>
Medical Insurance	50%	38%	0%	0%
Dental Insurance	38%	38%	0%	13%
Vision Insurance	13%	38%	0%	38%
Life Insurance	38%	25%	0%	25%
Sick Leave	75%	0%	0%	13%
Vacation	88%	0%	0%	0%
Retirement Plan	50%	25%	0%	13%
Child Care	0%	0%	0%	88%

SIZE OF OCCUPATION

RANGE - Small – Less than 230 workers

GENDER - Male 22%, Female 78%

SUPPLY AND DEMAND

Firms report it is very difficult to find qualified applicants who have prior experience. Applicants encounter little competition in their job search.

Firms report it is moderately difficult to find qualified applicants who have no prior experience. Applicants encounter some competition in their job search.

HIRING METHODS

Employee Referrals	44%
Colleges/Universities	11%
Internet	0%
Trade Journals	0%
Union Hall Referrals	0%
Walk-in Applicants	56%
Newspaper Ads	89%
Private Employment Agencies	22%
School/Program Referrals	22%
EDD	11%
In-house Promotion/Transfer	0%

PROJECTIONS

GROWTH RATE - Slower than average
(2.9% annually)

Golden Sierra Job Training Agency - Alpine, El Dorado, Nevada, Placer, and Sierra Counties

Medical and Clinical Laboratory Assistants, cont.

9 Firms Responding

Surveyed Summer 1999

WHERE THE JOBS ARE

General medical and surgical hospital	41.7%
Medical laboratories	26.7%
Offices and clinics of medical doctors	23.3%
Specialty outpatient clinics	5.0%
Other	3.3%

OTHER INFORMATION

SHIFTS

Day.....	100%
Swing.....	22%
Graveyard.....	11%

HOURS

Most employers offer work on a full time basis averaging 40 hours per week. Some employers offer work on a part time basis averaging 20 hours per week. Few employers offer work on a temporary/on call basis averaging 4 hours per week.

All = 100%, **Almost All** = 80% to 99%, **Most** = 60% to 79%,
Many = 40% to 59%, **Some** = 20% to 39%, **Few** = less than 20%.

OTHER RELATED INFORMATION SOURCES

DOT Code # 079.362-010
CA Occupational Guide # 33

EMPLOYER REQUIREMENTS

EXPERIENCE

	Work Experience Required	Training as a Substitute for Experience
Yes	84%	62%
No	16%	38%

QUALIFICATIONS

Technical: Ability to operate precision laboratory equipment. Ability to apply sterilization techniques. Ability to use computer applications in research. Ability to write effectively. Knowledge of medical terminology. Record keeping skills. Blood drawing skills.

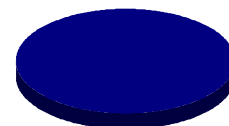
Physical: Ability to concentrate for long periods of time. Ability to sit continuously for 2 or more hours. Manual dexterity. Good vision. Possession of good color perception.

Personal: Ability to pay attention to detail. Ability to work independently. Willingness to work with close supervision.

Legally Mandated Requirements: None identified

EDUCATION

Surveyed employers reported the following educational levels required for recent hires:



100%

High school or equivalent - 100%

Golden Sierra Job Training Agency - Alpine, El Dorado, Nevada, Placer, and Sierra Counties

Paralegal Personnel

OES Code 283050

DESCRIPTION

Paralegal Personnel assist lawyers by doing research in the preparation of lawsuits and/or legal documents as a career professional, usually having either a four-year college degree or a degree from an institute specializing in the paralegal profession. They may gather research data for use as evidence to formulate defense or to initiate legal action.

WAGES AND BENEFITS

WAGES

<i>Non-Union/Collective Bargaining</i>	<i>Low</i>	<i>High</i>	<i>Median</i>
New Hire, No Experience	\$8.00	\$11.00	\$9.61
New Hire, Experienced	\$8.50	\$14.38	\$11.99
Experienced, 3 Yrs w/firm	\$12.00	\$18.41	\$15.00

<i>Union/Collective Bargaining</i>	<i>Low</i>	<i>High</i>	<i>Median</i>
New Hire, No Experience	\$10.61	\$10.61	\$10.61
New Hire, Experienced	\$11.48	\$22.99	\$13.69
Experienced, 3 Yrs w/firm	\$16.09	\$26.59	\$16.64

BENEFITS – Full-time Employment

	<i>Employer Pays All</i>	<i>Share Cost</i>	<i>Employee Pays All</i>	<i>Not Provided</i>
Medical Insurance	53%	20%	0%	27%
Dental Insurance	33%	13%	0%	53%
Vision Insurance	40%	0%	0%	60%
Life Insurance	27%	0%	0%	73%
Sick Leave	73%	0%	0%	27%
Vacation	93%	0%	0%	7%
Retirement Plan	33%	13%	0%	53%
Child Care	0%	7%	0%	93%

SIZE OF OCCUPATION

RANGE - Small – less than 230 workers

GENDER - Male 20%, Female 80%

SUPPLY AND DEMAND

Firms report it is very difficult to find qualified applicants who have prior experience. Applicants encounter little competition in their job search.

Firms report it is moderately difficult to find qualified applicants who have no prior experience. Applicants encounter a very competitive job market.

HIRING METHODS

Employee Referrals	29%
Colleges/Universities	7%
Internet	14%
Trade Journals	50%
Union Hall Referrals	0%
Walk-in Applicants	7%
Newspaper Ads	93%
Private Employment Agencies	0%
School/Program Referrals	14%
In-house Promotion/Transfer	21%
Other	7%

PROJECTIONS

GROWTH RATE - Faster than average
(4.8% annually)

Golden Sierra Job Training Agency - Alpine, El Dorado, Nevada, Placer, and Sierra Counties

Paralegal Personnel, cont.

15 Firms Responding

Surveyed Summer 1999

WHERE THE JOBS ARE

Local government	39.3%
Legal services	29.8%
Investment advice	19.0%
Title insurance	9.5%
Other	2.4%

OTHER INFORMATION

SHIFTS

Day.....	100%
Swing.....	0%
Graveyard.....	0%

HOURS

All employers offer work on a full time basis averaging 41 hours per week. Few employers offer work on a part time basis averaging 29 hours per week.

All = 100%, **Almost All** = 80% to 99%, **Most** = 60% to 79%, **Many** = 40% to 59%, **Some** = 20% to 39%, **Few** = less than 20%.

Wages: Some employers give a bonus ranging from \$.22 to \$2.40 per hour.

OTHER RELATED INFORMATION SOURCES

DOT Code # 119.267-026
CA Occupational Guide # 464

EMPLOYER REQUIREMENTS

EXPERIENCE

	Work Experience Required	Training as a Substitute for Experience
Yes	78%	38%
No	22%	62%

QUALIFICATIONS

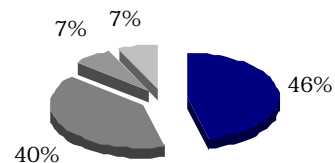
Technical: Ability to write effectively. Understanding of court proceedings. Understanding of legal terms. Investigative research skills. Record keeping skills. Problem solving skills.

Personal:. Ability to read and comprehend information quickly. Ability to work independently. Ability to work under pressure. Willingness to work with close supervision.

Legally Mandated Requirements: Four year degree or a Paralegal Certificate.

EDUCATION

Surveyed employers reported the following educational levels required for recent hires:



- High school or equivalent - 46%
- Associate degree - 40%
- Bachelor degree - 7%
- Graduate study - 7%

Golden Sierra Job Training Agency - Alpine, El Dorado, Nevada, Placer, and Sierra Counties

Physical Therapists

OES Code 323080

DESCRIPTION

Physical Therapists apply techniques and treatments that help relieve pain, increase the patient's strength, and decrease or prevent deformity and crippling.

WAGES AND BENEFITS

WAGES

<i>Non-Union/Collective Bargaining</i>	<i>Low</i>	<i>High</i>	<i>Median</i>
New Hire, No Experience	\$19.18	\$20.00	\$19.50
New Hire, Experienced	\$16.78	\$30.00	\$22.00
Experienced, 3 Yrs w/firm	\$21.58	\$40.00	\$29.00

BENEFITS – Full-time Employment

	<i>Employer Pays All</i>	<i>Share Cost</i>	<i>Employee Pays All</i>	<i>Not Provided</i>
Medical Insurance	19%	31%	0%	25%
Dental Insurance	25%	25%	0%	25%
Vision Insurance	13%	19%	0%	44%
Life Insurance	25%	13%	0%	38%
Sick Leave	56%	0%	0%	19%
Vacation	63%	0%	0%	13%
Retirement Plan	6%	44%	0%	25%
Child Care	0%	0%	6%	69%

SIZE OF OCCUPATION

RANGE - Small – less than 230 workers

GENDER - Male 31%, Female 69%

Golden Sierra Job Training Agency - Alpine, El Dorado, Nevada, Placer, and Sierra Counties

SUPPLY AND DEMAND

Firms report it is moderately difficult to find qualified applicants who have prior experience. Applicants encounter some competition in their job search.

Firms report it is not difficult to find qualified applicants who have no prior experience. Applicants encounter a very competitive job market.

HIRING METHODS

Employee Referrals	47%
Colleges/Universities	13%
Internet	13%
Trade Journals	27%
Union Hall Referrals	0%
Walk-in Applicants	40%
Newspaper Ads	40%
Private Employment Agencies	13%
School/Program Referrals	20%
EDD	0%
Other	27%

PROJECTIONS

GROWTH RATE - Faster than average
(4.8% annually)

Physical Therapists, cont.

17 Firms Responding

Surveyed Summer 1999

WHERE THE JOBS ARE

Offices of health practitioners	46.7%
Home health care services	15.6%
Offices and clinics of medical doctors	12.6%
General medical and surgical hospitals	11.6%
Offices and clinics of chiropractor	7.5%
Other	6.0%

OTHER INFORMATION

SHIFTS

Day.....	100%
Swing.....	0%
Graveyard.....	0%

HOURS

Most employers offer work on a full time basis averaging 39 hours per week. Many employers offer work on a part time basis averaging 24 hours per week. Many employers offer work on a temporary/on call basis averaging 8 hours per week.

All = 100%, **Almost All** = 80% to 99%, **Most** = 60% to 79%, **Many** = 40% to 59%, **Some** = 20% to 39%, **Few** = less than 20%.

Wages: Few employers offer a bonus ranging from \$.13 to \$.16 per hour.

OTHER RELATED INFORMATION SOURCES

DOT Code # 076.121-014
CA Occupational Guide # 117

EMPLOYER REQUIREMENTS

EXPERIENCE

	Work Experience Required	Training as a Substitute for Experience
Yes	100%	12%
No	0%	88%

QUALIFICATIONS

Technical: Ability to write effectively. Knowledge of geriatrics. Knowledge of pediatrics. Knowledge of sports medicine. Knowledge of cardiac rehabilitation. Record keeping skills. Problem solving skills.

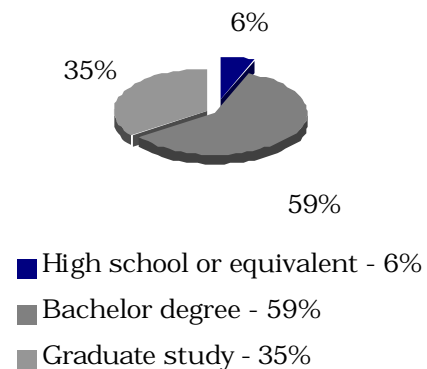
Physical: Manual dexterity.

Personal: Ability to work as part of a team. Ability to work independently. Willingness to work with close supervision. Possession of mechanical aptitude.

Legally Mandated Requirements: Physical Therapy License

EDUCATION

Surveyed employers reported the following educational levels required for recent hires:



Golden Sierra Job Training Agency - Alpine, El Dorado, Nevada, Placer, and Sierra Counties

Sales Agents – Selected Business Services

OES Code 430170

DESCRIPTION

Selected Business Services Sales Agents sell selected services such as building maintenance, credit reporting, bookkeeping, security, printing, and storage space. Sales agents who primarily sell advertising, insurance, financial, and real estate services are not included.

WAGES AND BENEFITS

WAGES

<i>Non-Union/Collective Bargaining</i>	<i>Low</i>	<i>High</i>	<i>Median</i>
New Hire, No Experience	\$6.50	\$14.38	\$8.00
New Hire, Experienced	\$6.14	\$17.26	\$10.87
Experienced, 3 Yrs w/firm	\$7.67	\$23.01	\$13.93

BENEFITS – Full-time Employment

	<i>Employer Pays All</i>	<i>Share Cost</i>	<i>Employee Pays All</i>	<i>Not Provided</i>
Medical Insurance	44%	19%	0%	38%
Dental Insurance	25%	25%	0%	50%
Vision Insurance	19%	13%	6%	63%
Life Insurance	31%	13%	0%	56%
Sick Leave	81%	0%	0%	19%
Vacation	88%	0%	0%	13%
Retirement Plan	25%	6%	19%	50%
Child Care	0%	0%	13%	88%

SIZE OF OCCUPATION

RANGE - Medium – 230 to 459 workers

GENDER - Male 63%, Female 37%

Golden Sierra Job Training Agency - Alpine, El Dorado, Nevada, Placer, and Sierra Counties

SUPPLY AND DEMAND

Firms report it is very difficult to find qualified applicants who have prior experience. Applicants encounter little competition in their job search.

Firms report it is very difficult to find qualified applicants who have no prior experience. Applicants encounter little competition in their job search.

HIRING METHODS

Employee Referrals	47%
Colleges/Universities	0%
Internet	7%
Trade Journals	13%
Union Hall Referrals	0%
Walk-in Applicants	27%
Newspaper Ads	67%
Private Employment Agencies	0%
School/Program Referrals	13%
In-house Promotion/Transfer	40%
Other	20%

PROJECTIONS

GROWTH RATE - Faster than average
(4.8% annually)

Sales Agents, cont.

16 Firms Responding

Surveyed Summer 1999

WHERE THE JOBS ARE

Telephone communications	23.9%
Business services	13.8%
Employment agencies	8.0%
Hotels and motels	6.2%
Building maintenance services	6.2%
Other	41.9%

OTHER INFORMATION

SHIFTS

Day.....	100%
Swing.....	6%
Graveyard.....	0%

HOURS

All employers offer work on a full time basis averaging 40 hours per week. Some employers offer work on part time basis averaging 18 hours per week.

All = 100%, **Almost All** = 80% to 99%, **Most** = 60% to 79%, **Many** = 40% to 59%, **Some** = 20% to 39%, **Few** = less than 20%.

Wages: Most employers offer a bonus or commission ranging from \$.29 to \$12.95 per hour.

OTHER RELATED INFORMATION SOURCES

DOT Code # 251.357-010

EMPLOYER REQUIREMENTS

EXPERIENCE

	Work Experience Required	Training as a Substitute for Experience
Yes	100%	25%
No	0%	75%

QUALIFICATIONS

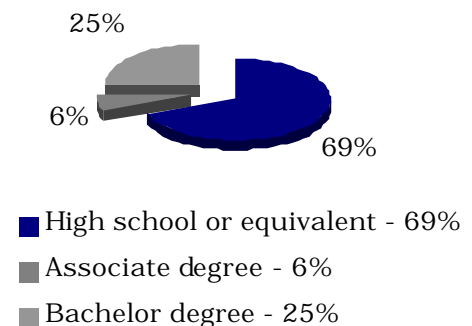
Technical: Ability to apply sales techniques. Ability to prepare and arrange sales contracts. Ability to write effectively. Ability to demonstrate knowledge of specific products. Understanding of inventory techniques. Business math skills. Report writing skills. Record keeping skills. Telephone sales skills. Verbal presentation skills.

Personal: Ability to work independently. Ability to work under pressure. Willingness to travel. Public contact skills. Possession of a reliable vehicle. Possession of a good DMV driving record.

Legally Mandated Requirements: None identified

EDUCATION

Surveyed employers reported the following educational levels required for recent hires:



Social Workers – Except Medical and Psychiatric

OES Code 273050

DESCRIPTION

Social Workers, Except Medical and Psychiatric, counsel and aid individuals and families requiring social service assistance. Included are Community Organization Social Workers who plan, organize, and work with community groups to solve problems. Not included are Workers who are primarily Medical, Psychiatric, or Chemical Dependency Social Workers.

WAGES AND BENEFITS

WAGES

<i>Non-Union/Collective Bargaining</i>	<i>Low</i>	<i>High</i>	<i>Median</i>
New Hire, No Experience	\$9.00	\$14.61	\$13.46
New Hire, Experienced	\$8.97	\$17.95	\$14.38
Experienced, 3 Yrs w/firm	\$12.00	\$21.15	\$16.30

BENEFITS – Full-time Employment

	<i>Employer Pays All</i>	<i>Share Cost</i>	<i>Employee Pays All</i>	<i>Not Provided</i>
Medical Insurance	47%	33%	0%	7%
Dental Insurance	40%	27%	0%	20%
Vision Insurance	27%	20%	0%	40%
Life Insurance	33%	13%	0%	40%
Sick Leave	67%	7%	0%	13%
Vacation	80%	7%	0%	0%
Retirement Plan	20%	27%	13%	27%
Child Care	0%	13%	7%	67%

SIZE OF OCCUPATION

RANGE - Medium – 230 to 459 workers

GENDER - Male 24%, Female 76%

SUPPLY AND DEMAND

Firms report it is very difficult to find qualified applicants who have prior experience. Applicants encounter little competition in their job search.

Firms report it is moderately difficult to find qualified applicants who have no prior experience. Applicants encounter a very competitive job market.

HIRING METHODS

Employee Referrals	67%
Colleges/Universities	47%
Internet	0%
Trade Journals	7%
Union Hall Referrals	0%
Walk-in Applicants	0%
Newspaper Ads	87%
School/Program Referrals	7%
EDD	7%
In-house Promotion/Transfer	20%
Other	7%

PROJECTIONS

GROWTH RATE - Slower than average
(2.6% annually)

Golden Sierra Job Training Agency - Alpine, El Dorado, Nevada, Placer, and Sierra Counties

Social Workers, cont.

15 Firms Responding

Surveyed Summer 1999

WHERE THE JOBS ARE

Individual and family services	39.0%
Local government	27.7%
Residential Care	8.3%
State government	7.2%
Other	17.8%

OTHER INFORMATION

SHIFTS

Day.....	93%
Swing.....	27%
Graveyard.....	7%

HOURS

Almost all employers offer work on a full time basis averaging 41 hours per week. Most employers offer work on a part time basis averaging 21 hours per week. Few employers offer work on a temporary/on call basis averaging 20 hours per week.

All = 100%, **Almost All** = 80% to 99%, **Most** = 60% to 79%, **Many** = 40% to 59%, **Some** = 20% to 39%, **Few** = less than 20%.

OTHER RELATED INFORMATION SOURCES

DOT Code # 195.107-010
CA Occupational Guide # 122

EMPLOYER REQUIREMENTS

EXPERIENCE

	Work Experience Required	Training as a Substitute for Experience
Yes	89%	29%
No	11%	71%

QUALIFICATIONS

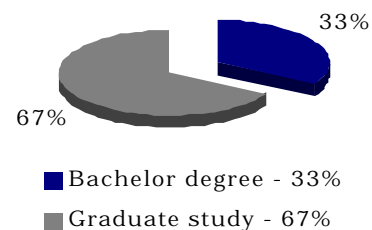
Technical: Ability to interview others for information. Ability to write effectively. Knowledge of veterans services. Knowledge of protective services for children and adults. Knowledge of family social work. Understanding of court proceedings. Record keeping skills. Vocational counseling skills. Possession of a valid driver's license.

Personal: Ability to handle crisis situations. Ability to apply complex rules and regulations. Ability to work independently. Understanding of a variety of cultures. Willingness to work with close supervision. Leadership skills. Possession of a clean police record.

Legally Mandated Requirements: Clinical Social Worker License

EDUCATION

Surveyed employers reported the following educational levels required for recent hires:



Golden Sierra Job Training Agency - Alpine, El Dorado, Nevada, Placer, and Sierra Counties

Software Engineers

OES Code 030062999

DESCRIPTION

Software Engineers research, design, and develop computer software systems in conjunction with hardware product development, applying principles and techniques of computer science, engineering, and mathematical analysis. They consult with hardware engineers and other engineering staff to evaluate interface between hardware and software, and operational and performance requirements of overall system. They formulate and design software systems to predict and measure outcome and consequences of design. They develop and direct software system testing procedures, programming, and documentation.

WAGES AND BENEFITS

WAGES

<i>Non-Union/Collective Bargaining</i>	<i>Low</i>	<i>High</i>	<i>Median</i>
New Hire, No Experience	\$12.00	\$12.00	\$12.00
New Hire, Experienced	\$14.00	\$45.55	\$20.79
Experienced, 3 Yrs w/firm	\$19.18	\$45.31	\$28.77

BENEFITS – Full-time Employment

	<i>Employer Pays All</i>	<i>Share Cost</i>	<i>Employee Pays All</i>	<i>Not Provided</i>
Medical Insurance	69%	31%	0%	0%
Dental Insurance	44%	25%	0%	31%
Vision Insurance	25%	25%	0%	50%
Life Insurance	50%	13%	6%	31%
Sick Leave	94%	6%	0%	0%
Vacation	94%	6%	0%	0%
Retirement Plan	25%	19%	25%	31%
Child Care	6%	0%	6%	88%

SIZE OF OCCUPATION

RANGE - Large – 460 to 996 workers

GENDER - Male 95%, Female 5%

Golden Sierra Job Training Agency - Alpine, El Dorado, Nevada, Placer, and Sierra Counties

SUPPLY AND DEMAND

Firms report it is very difficult to find qualified applicants who have prior experience. Applicants encounter little competition in their job search.

Firms report it is very difficult to find qualified applicants who have no prior experience. Applicants encounter little competition in their job search.

HIRING METHODS

Employee Referrals	63%
Colleges/Universities	19%
Internet	38%
Trade Journals	0%
Union Hall Referrals	0%
Walk-in Applicants	19%
Newspaper Ads	50%
Private Employment Agencies	25%
School/Program Referrals	6%
In-house Promotion/Transfer	6%
Other	19%

PROJECTIONS

GROWTH RATE - Much faster than average
(17.4% annually)

Software Engineers, cont.

16 Firms Responding

Surveyed Summer 1999

WHERE THE JOBS ARE

Electronic computers	44.5%
Computer peripheral equipment	27.0%
Prepackaged software	7.7%
Computer programming services	6.4%
Other	14.4%

OTHER INFORMATION

SHIFTS

Day.....	100%
Swing.....	13%
Graveyard.....	0%

HOURS

All employers offer work on a full time basis averaging 43 hours per week. Few employers offer work on a temporary/on call basis averaging 4 hours per week.

All = 100%, **Almost All** = 80% to 99%, **Most** = 60% to 79%, **Many** = 40% to 59%, **Some** = 20% to 39%, **Few** = less than 20%.

Wages: Few employers offer a bonus ranging from \$.04 to \$9.59 per hour.

OTHER RELATED INFORMATION SOURCES

DOT Code # 030.062-010

EMPLOYER REQUIREMENTS

EXPERIENCE

	Work Experience Required	Training as a Substitute for Experience
Yes	94%	40%
No	6%	60%

QUALIFICATIONS

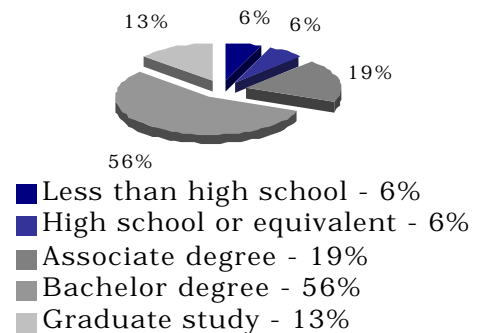
Technical: Ability to design programs. Ability to write software programs in real time environment. Ability to write software program specifications. Ability to fix bugs in software. Ability to develop automated test tools. Ability to use personal computer and assorted software. Ability to communicate technical material in written and verbal form. Knowledge of various programming languages and operating systems, including C, C++, UNIX, Windows platform, HTML, TCP/IP and GUI. Knowledge of computer engineering and electronics. Database software skills.

Personal: Ability to work with other engineers as a team member. Ability to work independently. Willingness to work with close supervision. Ability to work under pressure.

Legally Mandated Requirements: None identified

EDUCATION

Surveyed employers reported the following educational levels required for recent hires:



Stock Clerks – Stockroom, Warehouse, Storage Yard

OES Code 580230

DESCRIPTION

Stock Clerks receive, store, and issue materials, equipment, and other items from stockroom, warehouse, or storage yard, and keep records and compile stock reports. Not included are Stockroom Laborers and workers whose primary duties involve shipping, weighing, and checking.

WAGES AND BENEFITS

WAGES

<i>Non-Union/Collective Bargaining</i>	<i>Low</i>	<i>High</i>	<i>Median</i>
New Hire, No Experience	\$5.75	\$8.50	\$6.00
New Hire, Experienced	\$6.25	\$9.00	\$7.50
Experienced, 3 Yrs w/firm	\$8.00	\$12.00	\$10.00

<i>Union/Collective Bargaining</i>	<i>Low</i>	<i>High</i>	<i>Median</i>
New Hire, No Experience	\$7.50	\$8.71	\$7.53
New Hire, Experienced	\$7.56	\$15.50	\$10.00
Experienced, 3 Yrs w/firm	\$13.00	\$16.96	\$16.50

BENEFITS – Full-time Employment

	<i>Employer Pays All</i>	<i>Share Cost</i>	<i>Employee Pays All</i>	<i>Not Provided</i>
Medical Insurance	50%	50%	0%	0%
Dental Insurance	50%	36%	0%	14%
Vision Insurance	50%	29%	0%	21%
Life Insurance	50%	21%	0%	29%
Sick Leave	79%	7%	0%	14%
Vacation	86%	7%	0%	7%
Retirement Plan	50%	36%	0%	14%
Child Care	0%	0%	0%	100%

SIZE OF OCCUPATION

RANGE - Large – 460 to 996 workers

GENDER - Male 77%, Female 23%

SUPPLY AND DEMAND

Firms report it is moderately difficult to find qualified applicants who have prior experience. Applicants encounter some competition in their job search.

Firms report it is moderately difficult to find qualified applicants who have no prior experience. Applicants encounter some competition in their job search.

HIRING METHODS

Employee Referrals	66%
Colleges/Universities	0%
Internet	8%
Trade Journals	0%
Union Hall Referrals	0%
Walk-in Applicants	58%
Newspaper Ads	50%
Private Employment Agencies	0%
School/Program Referrals	0%
EDD	8%
In-house Promotion/Transfer	33%

PROJECTIONS

GROWTH RATE - Average
(3.6% annually)

Golden Sierra Job Training Agency - Alpine, El Dorado, Nevada, Placer, and Sierra Counties

Stock Clerks, cont.

15 Firms Responding

Surveyed Summer 1999

WHERE THE JOBS ARE

Grocery stores	9.0%
Lumber and other building materials	8.3%
General medical and surgical hospitals	5.9%
Computer terminals	4.2%
Other	72.6%

OTHER INFORMATION

SHIFTS

Day.....	80%
Swing.....	20%
Graveyard.....	33%

HOURS

All employers offer work on a full time basis averaging 40 hours per week. Many employers offer work on a part time basis averaging 18 hours per week. Few employers offer work on a seasonal basis averaging 3 hours per week.

All = 100%, **Almost All** = 80% to 99%, **Most** = 60% to 79%, **Many** = 40% to 59%, **Some** = 20% to 39%, **Few** = less than 20%.

Wages: Some employers offer a bonus of \$.05 per hour.

OTHER RELATED INFORMATION SOURCES

DOT Code # 922.687-058
CA Occupational Guide # 63

EMPLOYER REQUIREMENTS

EXPERIENCE

	Work Experience Required	Training as a Substitute for Experience
Yes	37%	45%
No	63%	55%

QUALIFICATIONS

Technical: Ability to operate a forklift. Ability to stock shelves. Understanding of inventory techniques. Record keeping skills. Labeling skills. Bondable. Possession of a valid Class B driver's license.

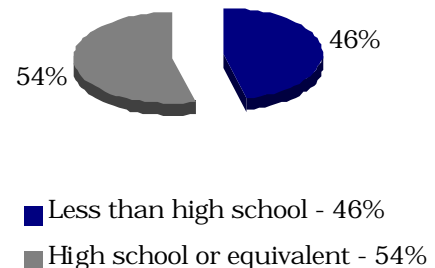
Physical: Ability to lift at least 50 lbs. repeatedly.

Personal: Ability to work independently. Willingness to work with close supervision. Public contact skills.

Legally Mandated Requirements: None identified

EDUCATION

Surveyed employers reported the following educational levels required for recent hires:



Golden Sierra Job Training Agency - Alpine, El Dorado, Nevada, Placer, and Sierra Counties

Tellers

OES Code 531020

DESCRIPTION

Tellers receive and pay out money, and keep records of money and negotiable instruments involved in various financial institutions' transactions.

WAGES AND BENEFITS

WAGES

<i>Non-Union/Collective Bargaining</i>	<i>Low</i>	<i>High</i>	<i>Median</i>
New Hire, No Experience	\$5.75	\$8.63	\$7.00
New Hire, Experienced	\$6.50	\$10.00	\$8.25
Experienced, 3 Yrs w/firm	\$7.27	\$11.00	\$9.18

BENEFITS – Full-time Employment

	<i>Employer Pays All</i>	<i>Share Cost</i>	<i>Employee Pays All</i>	<i>Not Provided</i>
Medical Insurance	20%	80%	0%	0%
Dental Insurance	27%	73%	7%	0%
Vision Insurance	27%	53%	13%	13%
Life Insurance	47%	40%	0%	13%
Sick Leave	67%	27%	0%	7%
Vacation	73%	27%	0%	0%
Retirement Plan	27%	47%	13%	13%
Child Care	0%	13%	0%	87%

SIZE OF OCCUPATION

RANGE - Large – 460 to 996 workers

GENDER - Male 7%, Female 93%

SUPPLY AND DEMAND

Firms report it is very difficult to find qualified applicants who have prior experience. Applicants encounter little competition in their job search.

Firms report it is moderately difficult to find qualified applicants who have no prior experience. Applicants encounter some competition in their job search.

HIRING METHODS

Employee Referrals	73%
Colleges/Universities	20%
Internet	0%
Trade Journals	0%
Union Hall Referrals	0%
Walk-in Applicants	60%
Newspaper Ads	60%
Private Employment Agencies	0%
School/Program Referrals	20%
Other	7%
In-house Promotion/Transfer	40%

PROJECTIONS

GROWTH RATE - Slow decline
(-2.4% annually)

Golden Sierra Job Training Agency - Alpine, El Dorado, Nevada, Placer, and Sierra Counties

Tellers, cont.

15 Firms Responding

Surveyed Summer 1999

WHERE THE JOBS ARE

National commercial banks	49.9%
State commercial banks	26.4%
Savings institutions	14.1%
Other	9.6%

OTHER INFORMATION

SHIFTS

Day.....	100%
Swing.....	7%
Graveyard.....	0%

HOURS

All employers offer work on a full time basis averaging 40 hours per week. Almost all employers offer work on a part time basis averaging 26 hours per week. Some employers offer work on a temporary/on call basis averaging 26 hours per week. Few employers offer work on a seasonal basis averaging 40 hours per week.

All = 100%, **Almost All** = 80% to 99%, **Most** = 60% to 79%, **Many** = 40% to 59%, **Some** = 20% to 39%, **Few** = less than 20%.

Wages: Many employers offer a bonus or sales referral of \$.07 to \$1.44 per hour.

OTHER RELATED INFORMATION SOURCES

DOT Code # 211.362-018
CA Occupational Guide # 109

EMPLOYER REQUIREMENTS

EXPERIENCE

	Work Experience Required	Training as a Substitute for Experience
Yes	29%	70%
No	71%	30%

QUALIFICATIONS

Technical: Ability to operate 10-key adding machine by touch. Ability to write effectively. Ability to type at least 30 wpm. Record keeping skills. Alphabetic and numeric filing skills. Cash handling skills. Bondable.

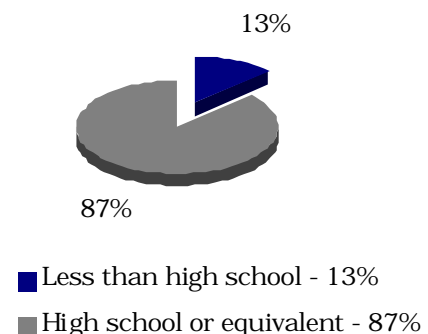
Physical: Ability to stand continuously for 2 or more hours.

Personal: Ability to perform routine, repetitive work. Ability to work independently. Willingness to work with close supervision. Customer service skills.

Legally Mandated Requirements: None identified

EDUCATION

Surveyed employers reported the following educational levels required for recent hires:



Golden Sierra Job Training Agency - Alpine, El Dorado, Nevada, Placer, and Sierra Counties

1998

OCCUPATIONAL SUMMARIES

1998 Occupational Summaries

Accountants and Auditors

Bookkeeping, Accounting, and Auditing Clerks

Carpenters

Child Care Workers

Clergy

Cooks – Short Order

Data Processing Equipment Repairers

Dental Assistants

Desktop Publishing – Graphic Designers

Driver/Sales Workers

Financial Managers

Heating, Air Conditioning, and Refrigeration Mechanics and Installers

Laborers, Landscaping and Groundskeeping

Loan Officers and Counselors

Lodging Managers

Nurse Aides

Sales Agents and Placers – Insurance

Secretaries

Surveyors

Truck Drivers – Heavy or Tractor Trailer

ACCOUNTANTS AND AUDITORS

OES CODE 211140

DESCRIPTION

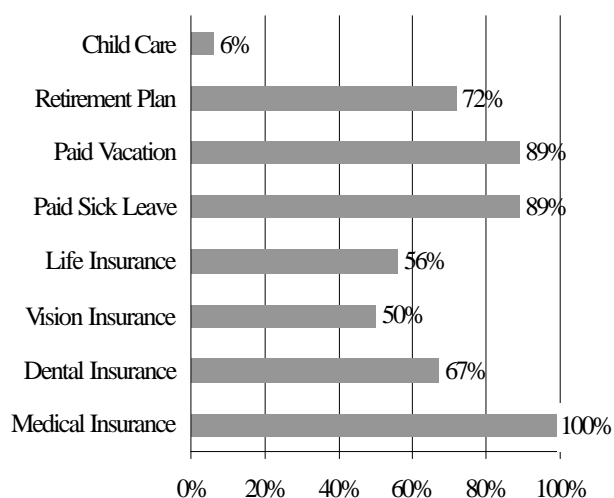
Accountants and Auditors examine, analyze, and interpret accounting records for the purpose of giving advice or preparing statements and installing or advising on systems of recording costs or other financial and budgetary data.

SIZE OF OCCUPATION

Large - 444 to 962 workers

BENEFITS

% of employers surveyed who offered the following benefits for full time positions:



WAGES

Experience	Low	High	Median
New Hire, No Experience	\$7.67	\$19.36	\$11.32
New Hire, Experienced	\$9.59	\$29.62	\$15.41
Experienced, 3 Yrs w/firm	\$11.99	\$32.73	\$18.86

QUALIFICATIONS

Technical: Ability to conduct an audit. Ability to use accounting software. Ability to write effectively. Business math skills. Government accounting skills. Cost accounting skills. Tax accounting skills. Estate planning skills. Financial planning skills. Verbal presentation skills. Problem solving skills. Bondable.

Personal: Ability to work independently. Ability to work under pressure. Willingness to work with close supervision. Customer service skills.

SUPPLY AND DEMAND

Experienced: Firms report some difficulty in finding experienced applicants. Job market is good.

Inexperienced: Firms report some difficulty in finding inexperienced applicants. Job market is good.

GOLDEN SIERRA JOB TRAINING AGENCY

Alpine, El Dorado, Nevada, Placer, and Sierra Counties

Accountants and Auditors

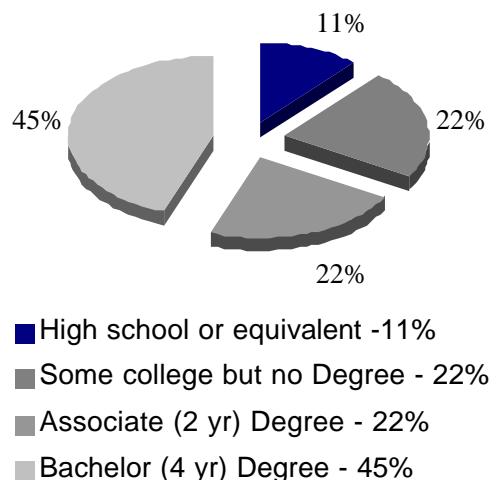
Surveyed - Summer 1998

TRAINING AND EXPERIENCE

	<i>Work Experience Required</i>	<i>Training as Substitute for Experience</i>
Always	61%	0%
Usually	22%	6%
Sometimes	17%	77%
Never	0%	17%

EDUCATION

Surveyed employers reported the following educational levels for recent hires:



EMPLOYMENT TRENDS

Faster than average growth rate
(4.7 % annually)

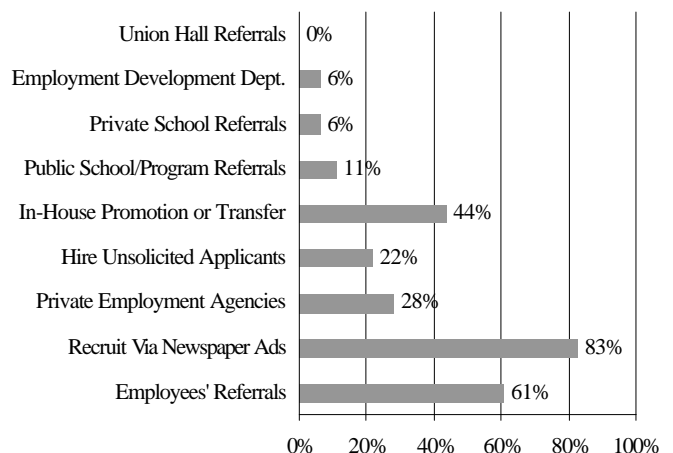
OTHER INFORMATION

Hours: Almost all employers offer work on a full time basis averaging 40 hours per week. Few employers offer work on a part time basis averaging 27 hours per week. Few employers offer work on a seasonal basis averaging 50 hours per week.

All = 100%, **Almost All** = 80% to 99%, **Most** = 60% to 79%, **Many** = 40% to 59%, **Some** = 20% to 39%, **Few** = less than 20%.

Employees in this occupation: Male 33% and Female 67%.

Hiring Methods: Surveyed employers reported the following methods of recruitment:



Other Related Information Sources: DOT Code # 160.162-018. CA Occupational Guide # 1.

BOOKKEEPING, ACCOUNTING, AND AUDITING CLERKS, INCLUDING BOOKKEEPERS

OES CODE 553380

DESCRIPTION

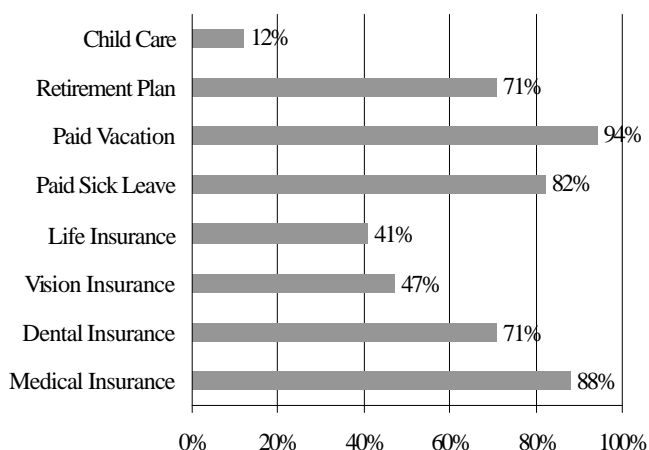
Bookkeeping, Accounting, and Auditing Clerks, including Bookkeepers, compute, classify, and record numerical data to keep sets of financial records complete. They perform any combination of routine calculating, posting, and verifying duties to obtain primary financial data for use in maintaining accounting records. They may also check the accuracy of figures, calculations, and postings pertaining to business transactions recorded by other workers. Does not include individuals whose primary duty is operating special office machines.

SIZE OF OCCUPATION

Very Large - More than 962 Workers

BENEFITS

% of employers surveyed who offered the following benefits for full time positions:



WAGES

<i>Experience</i>	<i>Low</i>	<i>High</i>	<i>Median</i>
New Hire, No Experience	\$5.75	\$11.99	\$7.50
New Hire, Experienced	\$6.89	\$14.38	\$10.00
Experienced, 3 Yrs w/firm	\$8.50	\$15.58	\$12.60

QUALIFICATIONS

Technical: Ability to conduct an audit. Ability to operate 10-key adding machine by touch. Ability to use spreadsheet software. Ability to use word processing software. Ability to use database software. Ability to write effectively. Accounting skills. Bookkeeping skills. Payroll processing skills. Telephone answering skills. Bondable.

Personal: Ability to perform routine, repetitive work. Ability to pay attention to detail. Ability to work independently. Willingness to work with close supervision. Public contact skills.

SUPPLY AND DEMAND

Experienced: Firms report little difficulty in finding experienced applicants. Job market is competitive.

Inexperienced: Firms report little difficulty in finding inexperienced applicants. Job market is competitive.

GOLDEN SIERRA JOB TRAINING AGENCY

Alpine, El Dorado, Nevada, Placer, and Sierra Counties

Bookkeeping, Accounting, and Auditing Clerks, including Bookkeepers

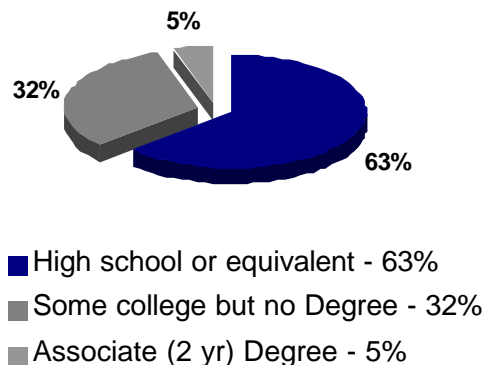
Surveyed - Summer 1998

TRAINING AND EXPERIENCE

	<i>Work Experience Required</i>	<i>Training as Substitute for Experience</i>
Always	48%	0%
Usually	26%	16%
Sometimes	26%	68%
Never	0%	16%

EDUCATION

Surveyed employers reported the following educational levels for recent hires:



EMPLOYMENT TRENDS

Slower than average growth rate
(1.9 % annually)

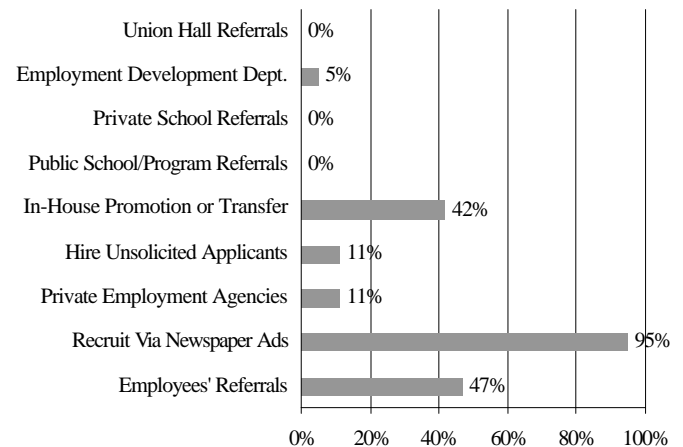
OTHER INFORMATION

Hours: Most employers offer work on a full time basis averaging 40 hours per week. Some employers offer work on a part time basis averaging 24 hours per week. Few employers offer work on a temporary/on call basis averaging 38 hours per week. Few employers offer work on a seasonal basis averaging 42 hours per week.

All = 100%, **Almost All** = 80% to 99%, **Most** = 60% to 79%, **Many** = 40% to 59%, **Some** = 20% to 39%, **Few** = less than 20%.

Employees in this occupation: Male 7% and Female 93%.

Hiring Methods: Surveyed employers reported the following methods of recruitment:



Other Related Information Sources: DOT Code # 210.382-014. CA Occupational Guide # 26.

CARPENTERS

OES CODE 871020

DESCRIPTION

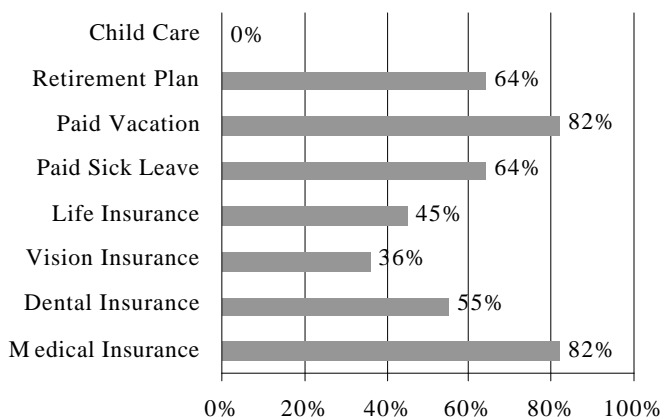
Carpenters perform the carpentry duties necessary to make or repair wooden structures, structural members, and fixtures and equipment using carpentry tools and woodworking machines. Does not include Cabinetmakers and Bench Carpenters.

SIZE OF OCCUPATION

Very Large - More than 962 workers

BENEFITS

% of employers surveyed who offered the following benefits for full time positions:



SUPPLY AND DEMAND

Experienced: Firms report some difficulty in finding experienced applicants. Job market is good.

Inexperienced: Firms report little difficulty in finding inexperienced applicants. Job market is competitive.

WAGES

<i>Non-Union</i>	<i>Low</i>	<i>High</i>	<i>Median</i>
New Hire, No Experience	\$8.25	\$9.00	\$8.40
New Hire, Experienced	\$8.25	\$20.00	\$15.00
Experienced, 3 Yrs w/firm	\$11.00	\$30.00	\$20.00

<i>Union</i>	<i>Low</i>	<i>High</i>	<i>Median</i>
New Hire, No Experience	\$8.00	\$12.45	\$10.99
New Hire, Experienced	\$11.85	\$22.00	\$12.96
Experienced, 3 Yrs w/firm	\$13.72	\$25.00	\$14.96

QUALIFICATIONS

Technical: Ability to read blueprints. Ability to use drafting tools. Ability to provide own hand tools. Shop math skills. Cost estimating skills. Finish carpentry skills. Rough carpentry skills. Drywall installation and repair skills.

Physical: Ability to climb to high places. Ability to perform strenuous, physically demanding work. Ability to lift at least 50 lbs. repeatedly. Possession of agility and coordination.

Personal: Ability to work independently. Willingness to work with close supervision. Possession of a reliable vehicle. Possession of a good DMV driving record.

GOLDEN SIERRA JOB TRAINING AGENCY

Alpine, El Dorado, Nevada, Placer, and Sierra Counties

Carpenters

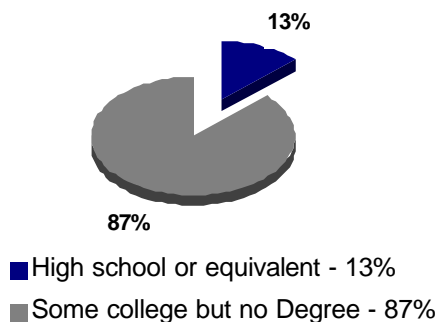
Surveyed - Summer 1998

TRAINING AND EXPERIENCE

	<i>Work Experience Required</i>	<i>Training as Substitute for Experience</i>
Always	60%	0%
Usually	33%	13%
Sometimes	7%	33%
Never	0%	54%

EDUCATION

Surveyed employers reported the following educational levels for recent hires:



EMPLOYMENT TRENDS

Much faster than average growth rate
(6.3 % annually)

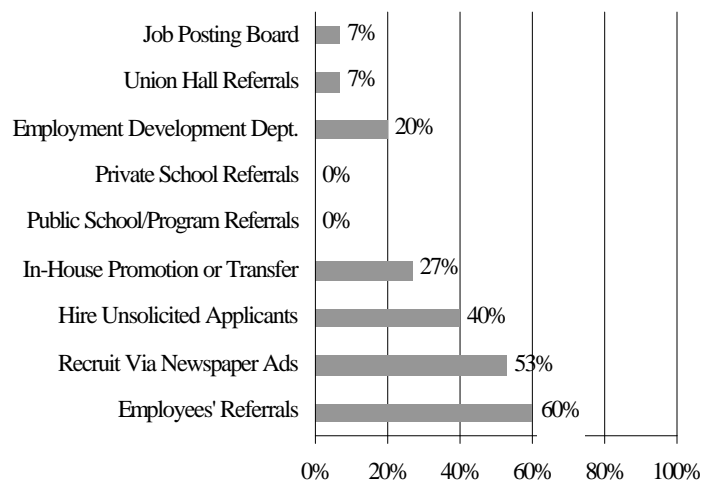
OTHER INFORMATION

Hours: All employers offer work on a full time basis averaging 40 hours per week. Few employers offer work on a temporary/on call basis averaging 25 hours per week. Few employers offer work on a seasonal basis averaging 40 hours per week.

All = 100%, **Almost All** = 80% to 99%, **Most** = 60% to 79%, **Many** = 40% to 59%, **Some** = 20% to 39%, **Few** = less than 20%.

Employees in this occupation: Male 99% and Female 1%.

Hiring Methods: Surveyed employers reported the following methods of recruitment:



Other Related Information Sources: DOT Code # 860.381-022. CA Occupational Guide # 169.

CHILD CARE WORKERS

OES CODE 680380

DESCRIPTION

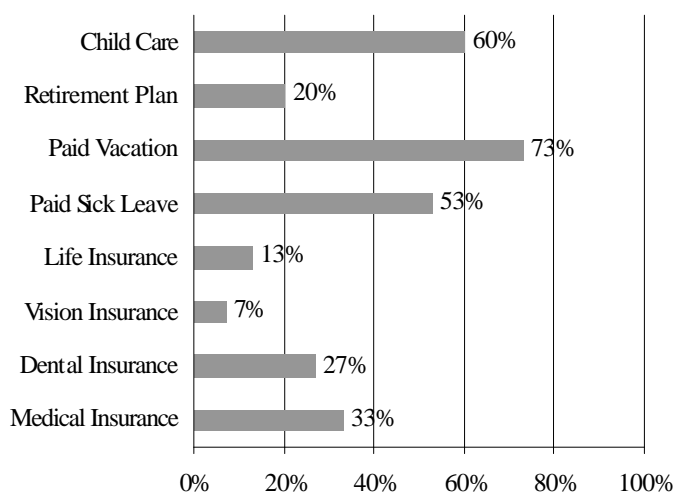
Child Care Workers attend children at school, businesses, and institutions, performing a variety of tasks, such as dressing, feeding, bathing, and overseeing play. Does not include workers whose primary function is to teach in a structured setting.

SIZE OF OCCUPATION

Medium - 222 to 443 workers

BENEFITS

% of employers surveyed who offered the following benefits for full time positions:



WAGES

<i>Experience</i>	<i>Low</i>	<i>High</i>	<i>Median</i>
New Hire, No Experience	\$5.75	\$6.65	\$5.75
New Hire, Experienced	\$5.75	\$8.25	\$6.75
Experienced, 3 Yrs w/firm	\$5.75	\$10.67	\$8.00

QUALIFICATIONS

Technical: Ability to administer emergency first aid. Ability to write effectively. Knowledge of early childhood development. Oral reading skills. Musical skills. Possession of 3 to 12 units of Early Childhood Education.

Physical: Ability to stand continuously for 2 or more hours. Ability to lift at least 40 lbs. repeatedly.

Personal: Ability to handle crisis situations. Ability to work independently. Ability to work under pressure. Ability to exercise patience. Understanding of a variety of cultures. Willingness to work with close supervision. Possession of a clean police record.

SUPPLY AND DEMAND

Experienced: Firms report some difficulty in finding experienced applicants. Job market is good.

Inexperienced: Firms report some difficulty in finding inexperienced applicants. Job market is good.

GOLDEN SIERRA JOB TRAINING AGENCY

Alpine, El Dorado, Nevada, Placer, and Sierra Counties

Child Care Workers

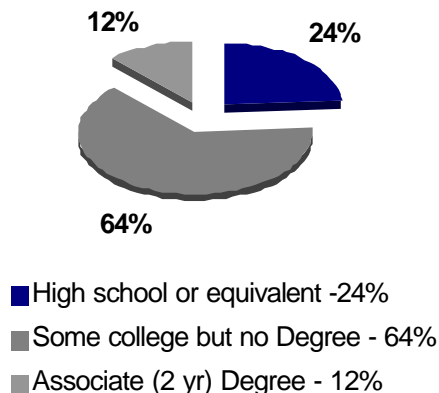
Surveyed - Summer 1998

TRAINING AND EXPERIENCE

	<i>Work Experience Required</i>	<i>Training as Substitute for Experience</i>
Always	18%	6%
Usually	47%	12%
Sometimes	35%	70%
Never	0%	12%

EDUCATION

Surveyed employers reported the following educational levels for recent hires:



EMPLOYMENT TRENDS

Slower than average growth rate
(3.2 % annually)

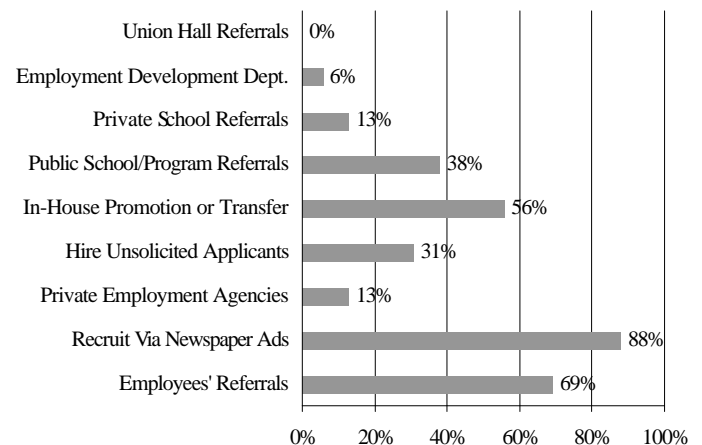
OTHER INFORMATION

Hours: Most employers offer work on a full time basis averaging 40 hours per week. Almost all employers offer work on a part time basis averaging 23 hours per week. Many employers offer work on a temporary/on call basis averaging 12 hours per week. Some employers offer work on a seasonal basis averaging 29 hours per week.

All = 100%, **Almost All** = 80% to 99%, **Most** = 60% to 79%, **Many** = 40% to 59%, **Some** = 20% to 39%, **Few** = less than 20%.

Employees in this occupation: Male 16% and Female 84%.

Hiring Methods: Surveyed employers reported the following methods of recruitment:



Other Related Information Sources: DOT Code # 359.674-010. CA Occupational Guide # 505.

CLERGY

OES CODE 275020

DESCRIPTION

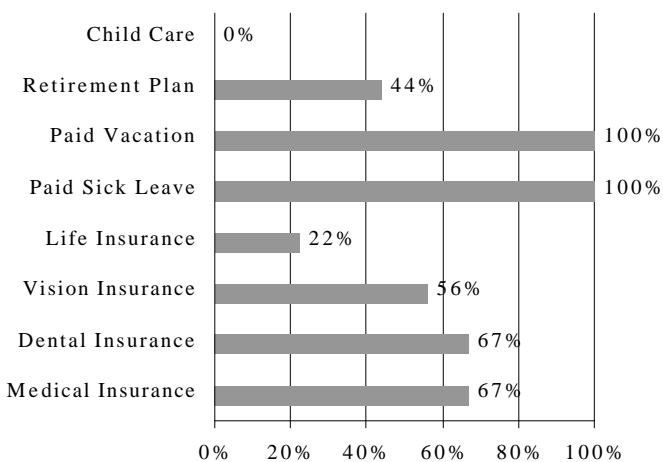
Clergy conduct religious worship and perform other spiritual functions associated with beliefs and practices of religious faith or denomination as delegated by ordinance, license, or other authorization and provide spiritual and moral guidance and assistance to members.

SIZE OF OCCUPATION

Small - less than 222 workers

BENEFITS

% of employers surveyed who offered the following benefits for full time positions:



WAGES

<i>Experience</i>	<i>Low</i>	<i>High</i>	<i>Median</i>
New Hire, No Experience	\$5.75	\$10.74	\$9.21
New Hire, Experienced	\$6.90	\$18.37	\$12.47
Experienced, 3 Yrs w/firm	\$8.88	\$21.60	\$15.34

QUALIFICATIONS

Technical: Ability to apply principles of confidentiality. Ability to comfort the dying and their families. Ability to lead congregation in worship. Verbal presentation skills. Ability to exercise patience. Ability to inspire confidence. Ability to motivate others. Interpersonal skills. Leadership skills. Listening skills. Tactfulness.

Physical: Ability to stand for prolonged periods.

Personal: Caring and sympathetic attitude. Diplomacy. Willingness to work irregular hours. Willingness to work nights, weekends, and holidays. Patience and understanding. Self motivation. Self confidence. Public contact skills. Empathetic.

SUPPLY AND DEMAND

Experienced: Firms report some difficulty in finding experienced applicants. Job market is good.

Inexperienced: Firms report some difficulty in finding inexperienced applicants. Job market is good.

GOLDEN SIERRA JOB TRAINING AGENCY

Alpine, El Dorado, Nevada, Placer, and Sierra Counties

Clergy

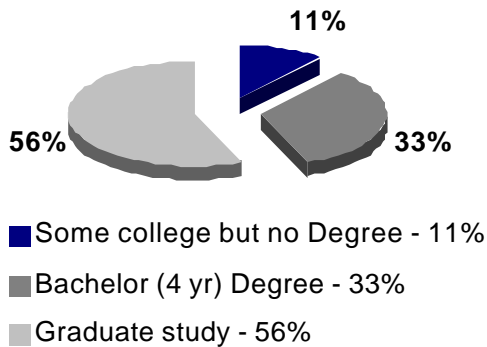
Surveyed - Summer 1998

TRAINING AND EXPERIENCE

	<i>Work Experience Required</i>	<i>Training as Substitute for Experience</i>
Always	56%	0%
Usually	33%	11%
Sometimes	11%	67%
Never	0%	22%

EDUCATION

Surveyed employers reported the following educational levels for recent hires:



EMPLOYMENT TRENDS

Average growth rate
(3.6 % annually)

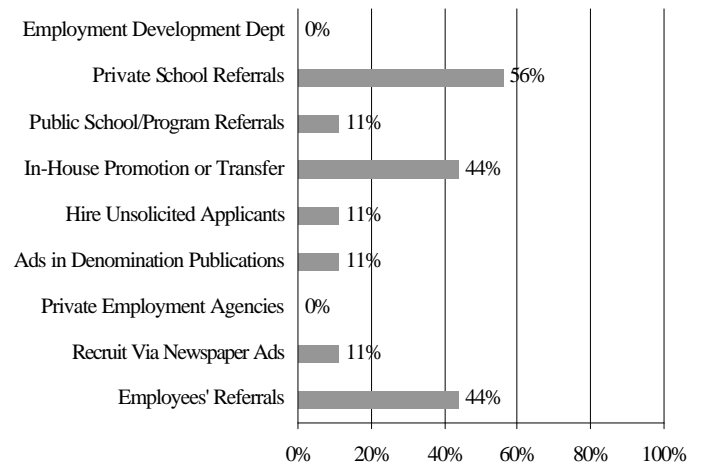
OTHER INFORMATION

Hours: Almost all employers offer work on a full time basis averaging 48 hours per week. Few employers offer work on a part time basis averaging 15 hours per week. Some employers offer work on a temporary/on call basis averaging 15 hours per week.

All = 100%, **Almost All** = 80% to 99%, **Most** = 60% to 79%, **Many** = 40% to 59%, **Some** = 20% to 39%, **Few** = less than 20%.

Employees in this occupation: Male 84% and Female 16%.

Hiring Methods: Surveyed employers reported the following methods of recruitment:



Other Related Information Sources: DOT Code # 120.107-010.

COOKS – SHORT ORDER

OES CODE 650350

DESCRIPTION

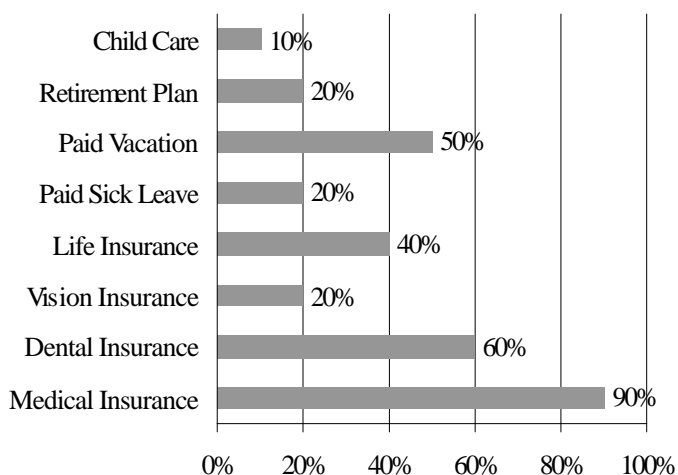
Short Order Cooks prepare and cook to order a variety of foods that require only a short preparation time. They may take orders from customers and serve patrons at counters or tables. Does not include cooks in fast foods establishments.

SIZE OF OCCUPATION

Medium - 222 to 443 workers

BENEFITS

% of employers surveyed who offered the following benefits for full time positions:



WAGES

<i>Experience</i>	<i>Low</i>	<i>High</i>	<i>Median</i>
New Hire, No Experience	\$5.75	\$8.57	\$6.62
New Hire, Experienced	\$6.00	\$9.00	\$7.50
Experienced, 3 Yrs w/firm	\$7.25	\$13.50	\$10.00

QUALIFICATIONS

Technical: Ability to operate a cash register. Fry cooking skills. Food preparation skills.

Physical: Ability to pass a pre-employment medical examination. Ability to stand continuously for 2 or more hours. Ability to lift at least 30 lbs. repeatedly.

Personal: Ability to work independently. Ability to work under pressure. Willingness to work with close supervision. Public contact skills.

SUPPLY AND DEMAND

Experienced: Firms report some difficulty in finding experienced applicants. Job market is good.

Inexperienced: Firms report little difficulty in finding inexperienced applicants. Job market is competitive.

GOLDEN SIERRA JOB TRAINING AGENCY

Alpine, El Dorado, Nevada, Placer, and Sierra Counties

Cooks – Short Order

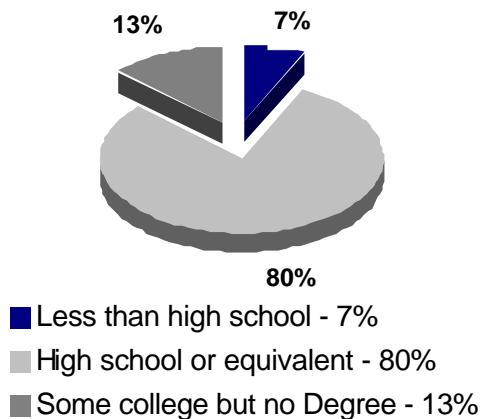
Surveyed - Summer 1998

TRAINING AND EXPERIENCE

	<i>Work Experience Required</i>	<i>Training as Substitute for Experience</i>
Always	27%	7%
Usually	53%	20%
Sometimes	13%	53%
Never	7%	20%

EDUCATION

Surveyed employers reported the following educational levels for recent hires:



EMPLOYMENT TRENDS

Slower than average growth rate
(3.4 % annually)

OTHER INFORMATION

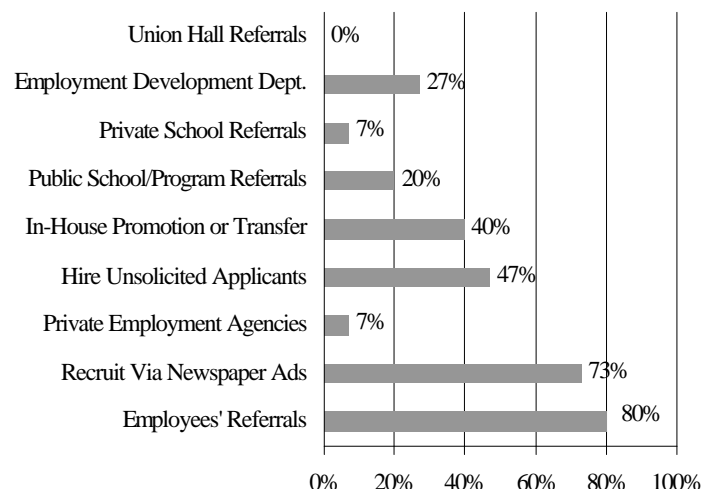
Hours: Almost all employers offer work on a full time basis averaging 39 hours per week. Many employers offer work on a part time basis averaging 27 hours per week. Few employers offer work on a seasonal basis averaging 30 hours per week.

All = 100%, **Almost All** = 80% to 99%, **Most** = 60% to 79%, **Many** = 40% to 59%, **Some** = 20% to 39%, **Few** = less than 20%.

Wages: Some employees receive tips ranging from \$.25 to \$1.14 per hour.

Employees in this occupation: Male 66% and Female 34%.

Hiring Methods: Surveyed employers reported the following methods of recruitment:



Other Related Information Sources: DOT Code # 313.374-014. CA Occupational Guide # 366.

DATA PROCESSING EQUIPMENT REPAIRERS

OES CODE 857050

DESCRIPTION

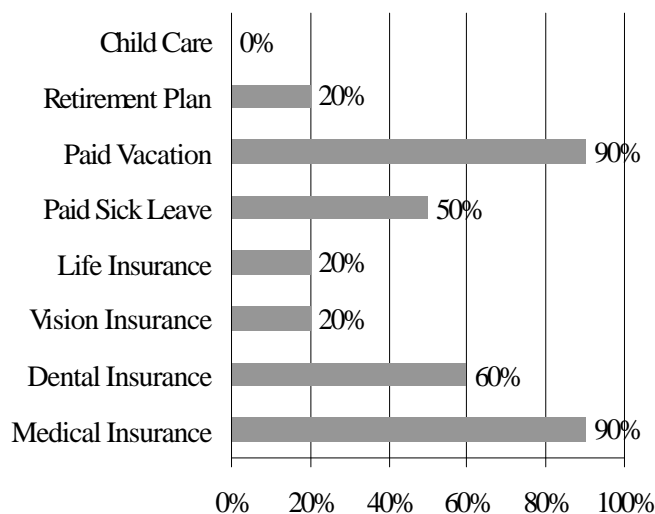
Data Processing Equipment Repairers repair, maintain, and install electronic computers (mainframes, minis, and micros); peripheral equipment; and word processing systems. Does not include Non-Data Processing Equipment Repairers.

SIZE OF OCCUPATION

Medium - 222 to 443 workers

BENEFITS

% of employers surveyed who offered the following benefits for full time positions:



WAGES

<i>Experience</i>	<i>Low</i>	<i>High</i>	<i>Median</i>
New Hire, No Experience	\$5.75	\$10.02	\$7.00
New Hire, Experienced	\$5.75	\$34.52	\$9.50
Experienced, 3 Yrs w/firm	\$5.75	\$40.28	\$14.00

QUALIFICATIONS

Technical: Ability to use analog computers. Ability to use digital computers. Ability to operate electronic testing equipment. Ability to use diagnostics programs. Ability to operate peripheral equipment. Ability to write effectively. Knowledge of EDP systems engineering. Knowledge of mainframe hardware and operating systems. Knowledge of microcomputer hardware and operating systems. Knowledge of minicomputer hardware and operating systems. Record keeping skills. Problem solving skills. Possession of a valid driver's license.

Personal: Ability to work independently. Willingness to work with close supervision. Public contact skills. Possession of a reliable vehicle.

SUPPLY AND DEMAND

Experienced: Firms report some difficulty in finding experienced applicants. Job market is good.

Inexperienced: Firms report some difficulty in finding inexperienced applicants. Job market is good.

GOLDEN SIERRA JOB TRAINING AGENCY

Alpine, El Dorado, Nevada, Placer, and Sierra Counties

Data Processing Equipment Repairers

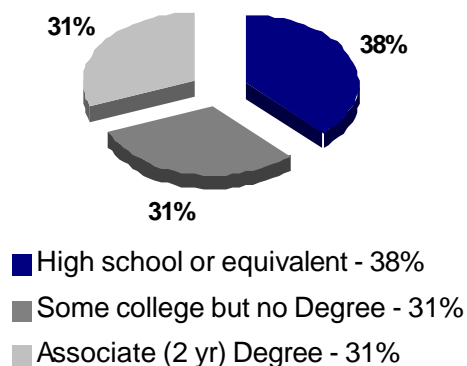
Surveyed - Summer 1998

TRAINING AND EXPERIENCE

	<i>Work Experience Required</i>	<i>Training as Substitute for Experience</i>
Always	31%	0%
Usually	46%	0%
Sometimes	23%	85%
Never	0%	15%

EDUCATION

Surveyed employers reported the following educational levels for recent hires:



EMPLOYMENT TRENDS

Much faster than average growth rate
(8.9 % annually)

OTHER INFORMATION

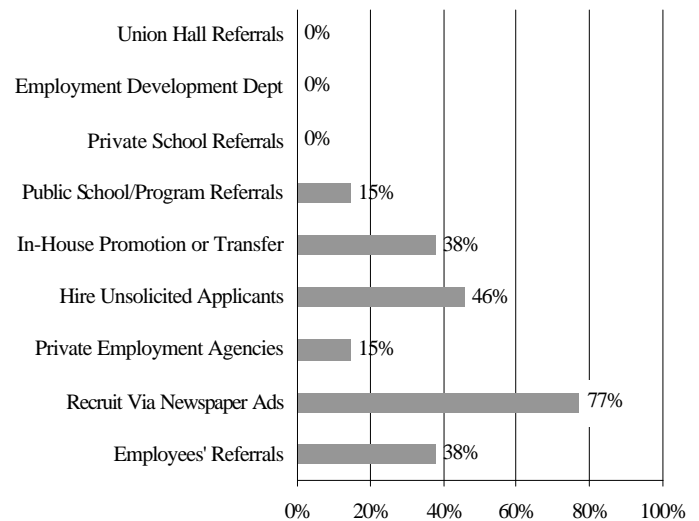
Hours: Almost all employers offer work on a full time basis averaging 41 hours per week. Many employers offer work on a part time basis averaging 19 hours per week. Few employers offer work on a temporary/on call basis averaging 10 hours per week. Few employers offer work on a seasonal basis averaging 20 hours per week.

All = 100%, **Almost All** = 80% to 99%, **Most** = 60% to 79%, **Many** = 40% to 59%, **Some** = 20% to 39%, **Few** = less than 20%.

Wages: Some employees receive commissions ranging from \$2.00 to \$6.94 per hour.

Employees in this occupation: Male 93% and Female 7%.

Hiring Methods: Surveyed employers reported the following methods of recruitment:



Other Related Information Sources: DOT Code # 633.261-010, 828.261-022. CA Occupational Guide # 152.

DENTAL ASSISTANTS

OES CODE 660020

DESCRIPTION

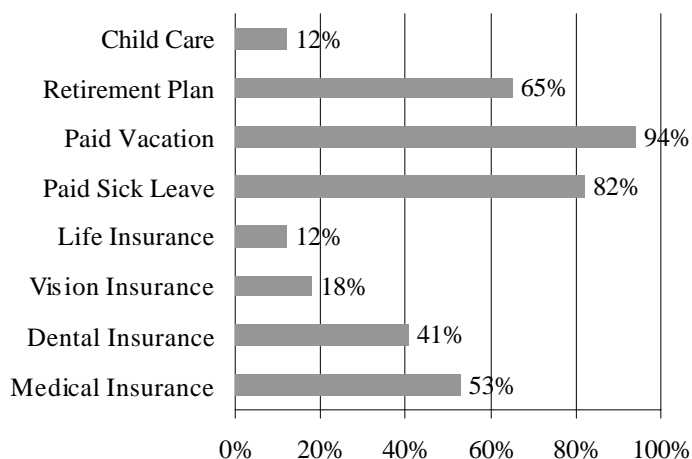
Dental Assistants assist the dentist at the chair by preparing patients and equipment, keeping records, and performing related duties as required.

SIZE OF OCCUPATION

Large - 444 to 962 workers

BENEFITS

% of employers surveyed who offered the following benefits for full time positions:



WAGES

<i>Experience</i>	<i>Low</i>	<i>High</i>	<i>Median</i>
New Hire, No Experience	\$6.00	\$10.00	\$8.25
New Hire, Experienced	\$10.00	\$15.00	\$11.49
Experienced, 3 Yrs w/firm	\$12.00	\$20.14	\$14.19

QUALIFICATIONS

Technical: Ability to do ultrasonic scaling. Ability to complete and explain insurance forms. Ability to perform or assist with dental procedures. Ability to follow billing procedures. Ability to write effectively. Knowledge of dental materials. Understanding of coronal polishing. Record keeping skills. Telephone answering skills. Completion of courses in biological sciences. Possession of a Radiation Safety Certificate. Possession of a Registered Dental Assistant (RDA) Certificate.

Personal: Ability to work independently. Willingness to work with close supervision. Public contact skills. Good grooming skills.

SUPPLY AND DEMAND

Experienced: Firms report some difficulty in finding experienced applicants. Job market is good.

Inexperienced: Firms report little difficulty in finding inexperienced applicants. Job market is competitive.

GOLDEN SIERRA JOB TRAINING AGENCY

Alpine, El Dorado, Nevada, Placer, and Sierra Counties

Dental Assistants

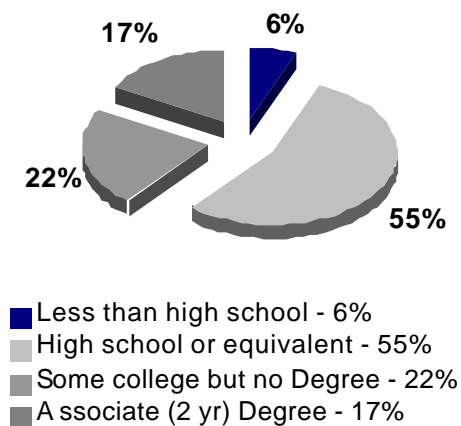
Surveyed - Summer 1998

TRAINING AND EXPERIENCE

	<i>Work Experience Required</i>	<i>Training as Substitute for Experience</i>
Always	39%	0%
Usually	50%	6%
Sometimes	11%	77%
Never	0%	17%

EDUCATION

Surveyed employers reported the following educational levels for recent hires:



EMPLOYMENT TRENDS

Average growth rate
(3.9 % annually)

OTHER INFORMATION

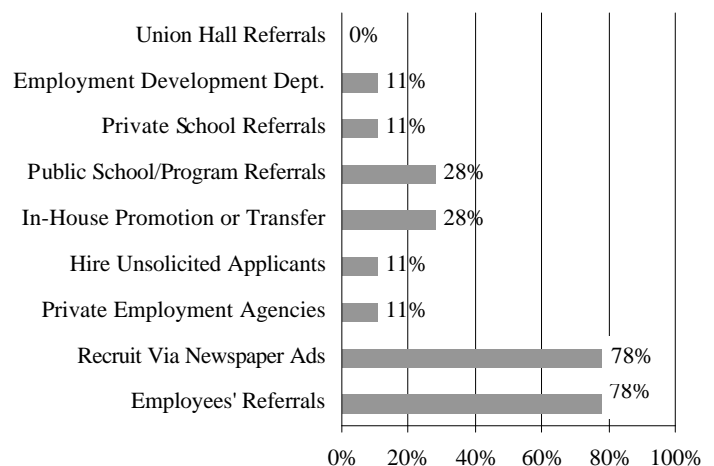
Hours: Almost all employers offer work on a full time basis averaging 36 hours per week. Some employers offer work on a part time basis averaging 20 hours per week. Few employers offer work on a temporary/on call basis averaging 12 hours per week.

All = 100%, **Almost All** = 80% to 99%, **Most** = 60% to 79%, **Many** = 40% to 59%, **Some** = 20% to 39%, **Few** = less than 20%.

Wages: Some employees receive tips of \$1.15 per hour.

Employees in this occupation: Male 1% and Female 99%.

Hiring Methods: Surveyed employers reported the following methods of recruitment:



Other Related Information Sources: DOT Code # 079.361-018. CA Occupational Guide # 27.

DESKTOP PUBLISHING – GRAPHIC DESIGNERS

OES CODE 979382999

DESCRIPTION

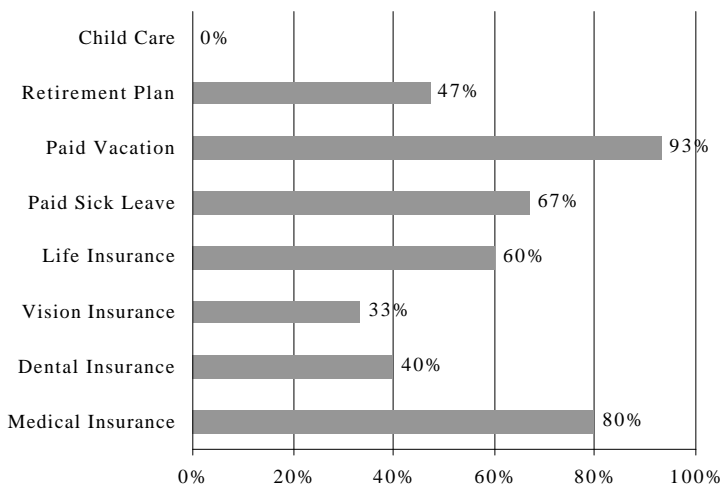
Desktop Publishing - Graphic Designers use desktop publishing software to lay out pages, select size and style of type, and enter text and graphics into computer to produce printed materials, such as advertisements, brochures, newsletters, and forms, applying knowledge of graphic arts techniques and typesetting.

SIZE OF OCCUPATION

Large - 444 to 962 workers

BENEFITS

% of employers surveyed who offered the following benefits for full time positions:



WAGES

<i>Experience</i>	<i>Low</i>	<i>High</i>	<i>Median</i>
New Hire, No Experience	\$6.00	\$9.00	\$7.50
New Hire, Experienced	\$6.50	\$14.38	\$10.00
Experienced, 3 Yrs w/firm	\$10.00	\$24.00	\$12.50

QUALIFICATIONS

Technical: Ability to submit portfolio of work. Ability to create cartoons. Ability to interview others for information. Ability to use graphics software. Ability to use desktop publishing software. Ability to write effectively. Graphic arts skills. Freehand drawing skills. Layout and detail skills. Lithographic camera work skills. Computer assisted design (CAD) skills.

Physical: Manual dexterity. Possession of good color perception.

Personal: Ability to work independently. Ability to meet deadlines. Ability to work under pressure. Willingness to work with close supervision. Imagination and creativity.

SUPPLY AND DEMAND

Experienced: Firms report some difficulty in finding experienced applicants. Job market is good.

Inexperienced: Firms report some difficulty in finding inexperienced applicants. Job market is good.

GOLDEN SIERRA JOB TRAINING AGENCY

Alpine, El Dorado, Nevada, Placer, and Sierra Counties

Desktop Publishing - Graphic Designers

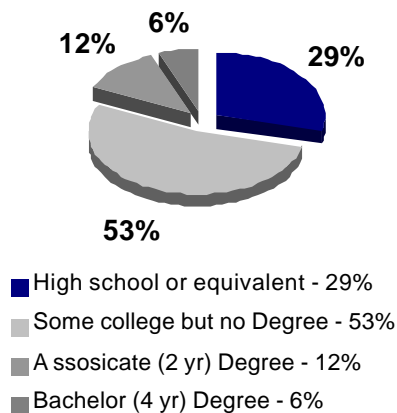
Surveyed - Summer 1998

TRAINING AND EXPERIENCE

	<i>Work Experience Required</i>	<i>Training as Substitute for Experience</i>
Always	64%	0%
Usually	24%	6%
Sometimes	12%	70%
Never	0%	24%

EDUCATION

Surveyed employers reported the following educational levels for recent hires:



EMPLOYMENT TRENDS

Faster than average growth rate
(4.9 % annually)

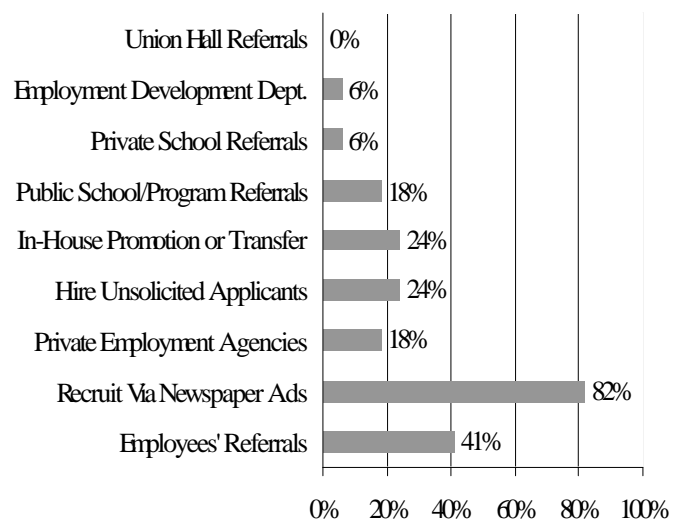
OTHER INFORMATION

Hours: Most employers offer work on a full time basis averaging 40 hours per week. Many employers offer work on a part time basis averaging 21 hours per week. Few employers offer work on a temporary/on call basis averaging 7 hours per week.

All = 100%, **Almost All** = 80% to 99%, **Most** = 60% to 79%, **Many** = 40% to 59%, **Some** = 20% to 39%, **Few** = less than 20%.

Employees in this occupation: Male 36% and Female 64%.

Hiring Methods: Surveyed employers reported the following methods of recruitment:



Other Related Information Sources: DOT Code # 979.382-026.

DRIVER/SALES WORKERS

OES CODE 971170

DESCRIPTION

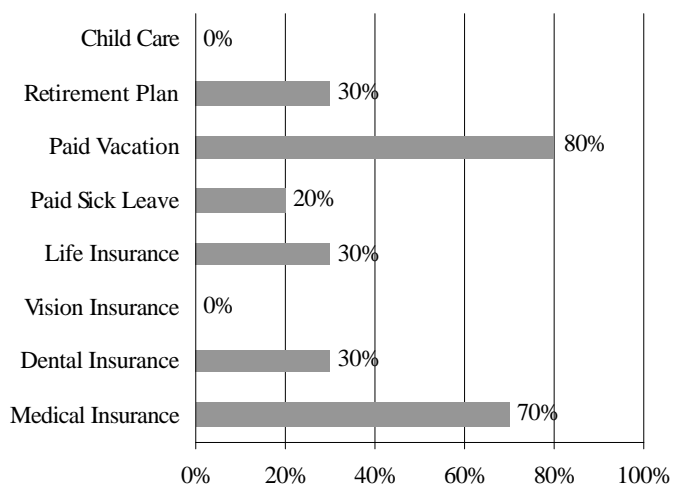
Driver/Sales Workers drive trucks or other vehicles over established routes to deliver and sell goods, such as food products; to collect and deliver items, such as laundry; or to collect coins, and to refill and service vending machines. Includes newspaper delivery drivers.

SIZE OF OCCUPATION

Medium - 222 to 443 workers

BENEFITS

% of employers surveyed who offered the following benefits for full time positions:



WAGES

<i>Experience</i>	<i>Low</i>	<i>High</i>	<i>Median</i>
New Hire, No Experience	\$5.75	\$10.00	\$6.00
New Hire, Experienced	\$5.75	\$15.00	\$6.00
Experienced, 3 Yrs w/firm	\$6.00	\$16.40	\$7.25

QUALIFICATIONS

Technical: Ability to read invoices. Knowledge of local streets. Understanding of inventory techniques. Business math skills. Record keeping skills. Cash handling skills. Automotive maintenance and minor repair skills. Map reading skills. Bondable. Possession of a valid Class A driver's license. Possession of a valid Class B driver's license.

Physical: Ability to pass a pre-employment medical examination. Ability to lift at least 50 lbs. repeatedly.

Personal: Ability to work independently. Good grooming skills. Customer service skills. Possession of a good DMV driving record.

SUPPLY AND DEMAND

Experienced: Firms report some difficulty in finding experienced applicants. Job market is good.

Inexperienced: Firms report little difficulty in finding inexperienced applicants. Job market is competitive.

GOLDEN SIERRA JOB TRAINING AGENCY

Alpine, El Dorado, Nevada, Placer, and Sierra Counties

Driver/Sales Workers

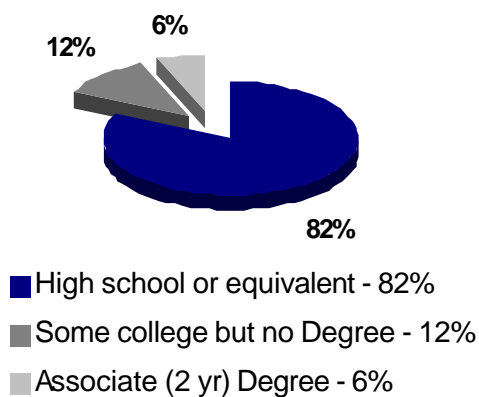
Surveyed - Summer 1998

TRAINING AND EXPERIENCE

	<i>Work Experience Required</i>	<i>Training as Substitute for Experience</i>
Always	24%	18%
Usually	6%	12%
Sometimes	35%	58%
Never	35%	12%

EDUCATION

Surveyed employers reported the following educational levels for recent hires:



EMPLOYMENT TRENDS

Average growth rate
(3.8 % annually)

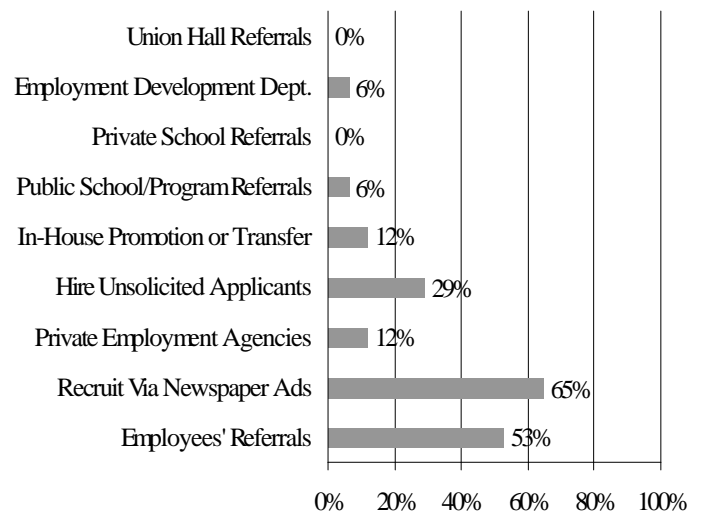
OTHER INFORMATION

Hours: Many employers offer work on a full time basis averaging 40 hours per week. Most employers offer work on a part time basis averaging 20 hours per week. Few employers offer work on a temporary/on call basis averaging 12 hours per week. Few employers offer work on a seasonal basis averaging 27 hours per week.

All = 100%, **Almost All** = 80% to 99%, **Most** = 60% to 79%, **Many** = 40% to 59%, **Some** = 20% to 39%, **Few** = less than 20%.

Employees in this occupation: Male 67% and Female 23%.

Hiring Methods: Surveyed employers reported the following methods of recruitment:



Other Related Information Sources: DOT Code # 292.353-010.

FINANCIAL MANAGERS

OES CODE 130020

DESCRIPTION

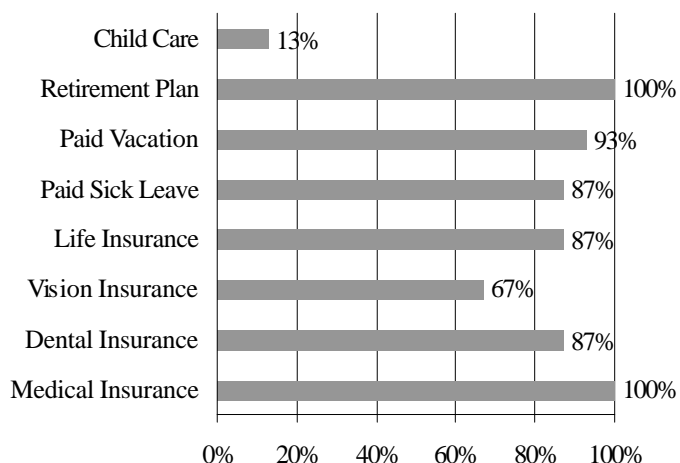
Financial Managers plan, organize, direct, control, or coordinate the financial activities of an organization. Includes managers in banks or similar financial institutions who advise on credit and investment policy or negotiate general policy with financial or other institutions.

SIZE OF OCCUPATION

Very Large - more than 962 workers

BENEFITS

% of employers surveyed who offered the following benefits for full time positions:



WAGES

<i>Experience</i>	<i>Low</i>	<i>High</i>	<i>Median</i>
New Hire, No Experience	\$7.55	\$14.38	\$10.77
New Hire, Experienced	\$7.55	\$34.56	\$17.98
Experienced, 3 Yrs w/firm	\$8.26	\$39.74	\$23.97

QUALIFICATIONS

Technical: Ability to plan and organize the work of others. Ability to apply techniques of statistical analysis. Ability to analyze securities. Ability to hire and assign personnel. Ability to interpret actuarial and probability of loss tables. Ability to use computers in accounting applications. Ability to perform advanced mathematical computations. Business math skills. Report writing skills. Cost accounting skills. Financial planning skills. Budget analysis skills. Cost analysis skills. Verbal presentation skills.

Personal: Ability to read and comprehend information quickly. Ability to work independently.

SUPPLY AND DEMAND

Experienced: Firms report some difficulty in finding experienced applicants. Job market is good.

Inexperienced: Firms report some difficulty in finding inexperienced applicants. Job market is good.

GOLDEN SIERRA JOB TRAINING AGENCY

Alpine, El Dorado, Nevada, Placer, and Sierra Counties

Financial Managers

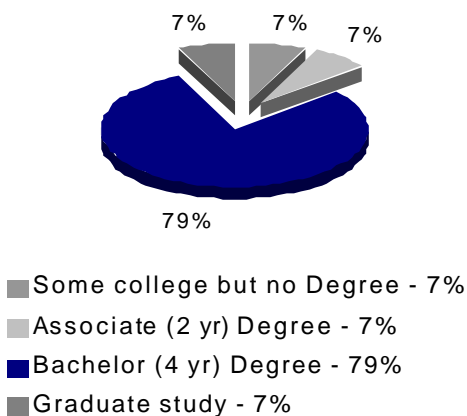
Surveyed - Summer 1998

TRAINING AND EXPERIENCE

	<i>Work Experience Required</i>	<i>Training as Substitute for Experience</i>
Always	73%	0%
Usually	20%	0%
Sometimes	7%	33%
Never	0%	67%

EDUCATION

Surveyed employers reported the following educational levels for recent hires:



EMPLOYMENT TRENDS

Faster than average growth rate
(5.7 % annually)

OTHER INFORMATION

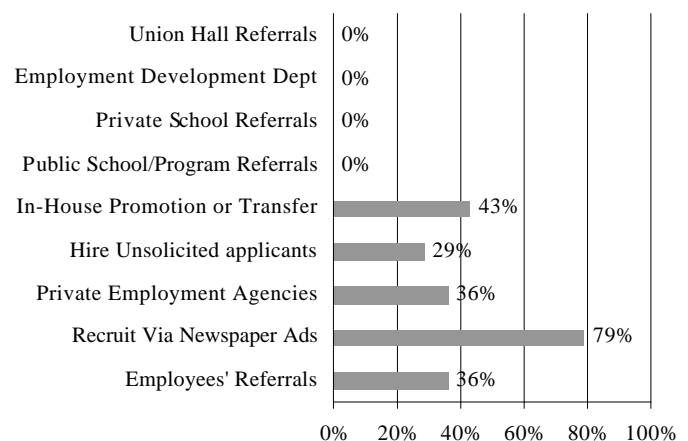
Hours: All employers offer work on a full time basis averaging 43 hours per week. Few employers offer work on a part time basis averaging 30 hours per week.

All = 100%, **Almost All** = 80% to 99%, **Most** = 60% to 79%, **Many** = 40% to 59%, **Some** = 20% to 39%, **Few** = less than 20%.

Wages: Some employees receive commissions ranging from \$1.15 to \$42.62 per hour. A base wage may or may not accompany a commission.

Employees in this occupation: Male 42% and Female 58%.

Hiring Methods: Surveyed employers reported the following methods of recruitment:



Other Related Information Sources: DOT Code # 186.167-086.

HEATING, AIR CONDITIONING, AND REFRIGERATION MECHANICS AND INSTALLERS

OES CODE 859020

DESCRIPTION

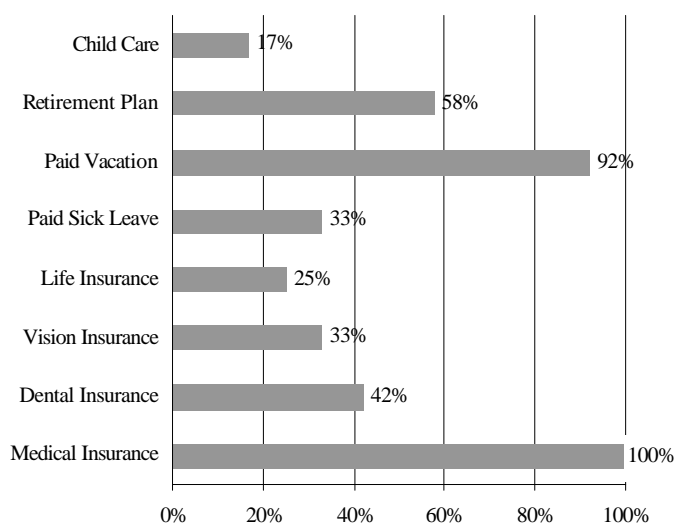
Heating, Air Conditioning, and Refrigeration Mechanics and Installers install and repair heating, air conditioning, and refrigeration systems. Their duties may include installation and repair of oil burners, hot-air furnaces, heating stoves, and similar equipment in homes and commercial establishments using hand and pipe threading tools. They may also install and repair cooling and central air conditioning systems. Does not include workers who do only plumbing and pipefitting work.

SIZE OF OCCUPATION

Small - Less than 222 workers

BENEFITS

% of employers surveyed who offered the following benefits for full time positions:



WAGES

<i>Non-Union</i>	<i>Low</i>	<i>High</i>	<i>Median</i>
New Hire, No Experience	\$7.00	\$10.00	\$8.00
New Hire, Experienced	\$10.00	\$21.79	\$12.00
Experienced, 3 Yrs w/firm	\$12.00	\$22.00	\$16.88

<i>Union</i>	<i>Low</i>	<i>High</i>	<i>Median</i>
New Hire, No Experience	\$8.00	\$12.40	\$10.20
New Hire, Experienced	\$12.00	\$14.39	\$13.90
Experienced, 3 Yrs w/firm	\$15.09	\$18.00	\$16.94

QUALIFICATIONS

Technical: Ability to read blueprints. Understanding of circuit design. Cost estimating skills. Sheet metal working skills. Plumbing skills. Pipefitting skills. Soldering skills. Welding skills. Problem solving skills. Bondable. Possession of a valid driver's license.

Physical: Lift at least 100 lbs. repeatedly.

Personal: Ability to provide own hand tools. Ability to work independently. Public contact skills. Possession of a good DMV driving record.

SUPPLY AND DEMAND

Experienced: Firms report some difficulty in finding experienced applicants. Job market is good.

Inexperienced: Firms report some difficulty in finding inexperienced applicants. Job market is good.

GOLDEN SIERRA JOB TRAINING AGENCY

Alpine, El Dorado, Nevada, Placer, and Sierra Counties

Heating, Air Conditioning, and Refrigeration Mechanics and Installers

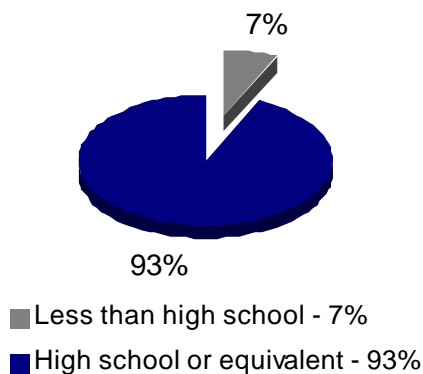
Surveyed - Summer 1998

TRAINING AND EXPERIENCE

	<i>Work Experience Required</i>	<i>Training as Substitute for Experience</i>
Always	53%	0%
Usually	40%	20%
Sometimes	7%	60%
Never	0%	20%

EDUCATION

Surveyed employers reported the following educational levels for recent hires:



EMPLOYMENT TRENDS

Much faster than average growth rate
(7.1 % annually)

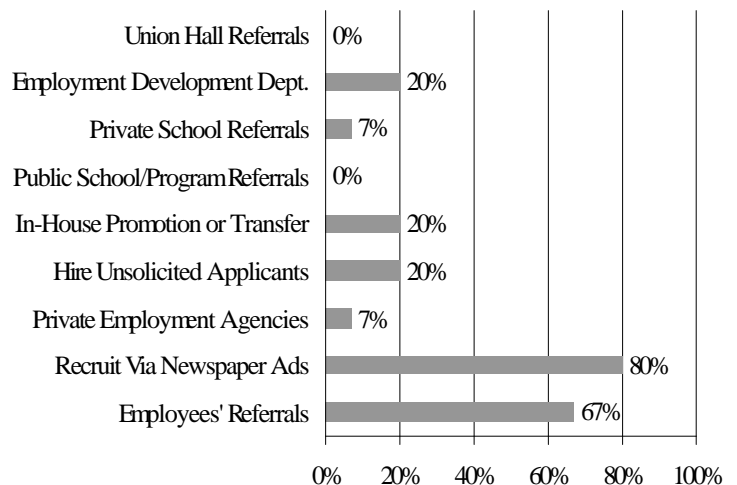
OTHER INFORMATION

Hours: All employers offer work on a full time basis averaging 40 hours per week. Few employers offer work on a part time basis averaging 27 hours per week. Few employers offer work on a seasonal basis averaging 35 hours per week.

All = 100%, **Almost All** = 80% to 99%, **Most** = 60% to 79%, **Many** = 40% to 59%, **Some** = 20% to 39%, **Few** = less than 20%.

Employees in this occupation: Male 93% and Female 7%.

Hiring Methods: Surveyed employers reported the following methods of recruitment:



Other Related Information Sources: DOT Code # 637.261-014. CA Occupational Guide # 32.

LABORERS, LANDSCAPING AND GROUNDKEEPING

OES CODE 790410

DESCRIPTION

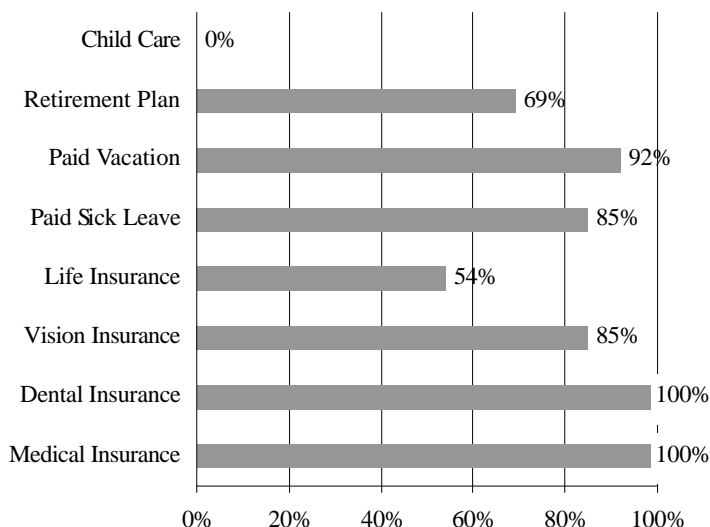
Landscaping and Groundskeeping Laborers landscape and/or maintain grounds of property using hand or power tools or equipment. May work in nursery facility or at customer location. Workers typically perform a variety of tasks, which may include any combination of the following: sod laying, mowing, trimming, planting, watering, fertilizing, digging, raking, and sprinkler installation. Workers may help brick and stone masons.

SIZE OF OCCUPATION

Very Large - More than 962 workers

BENEFITS

% of employers surveyed who offered the following benefits for full time positions:



WAGES

<i>Non-Union</i>	<i>Low</i>	<i>High</i>	<i>Median</i>
New Hire, No Experience	\$5.75	\$7.62	\$6.74
New Hire, Experienced	\$6.50	\$7.98	\$7.55
Experienced, 3 Yrs w/firm	\$8.06	\$10.50	\$8.86

<i>Union</i>	<i>Low</i>	<i>High</i>	<i>Median</i>
New Hire, No Experience	\$8.78	\$13.43	\$10.68
New Hire, Experienced	\$9.04	\$13.99	\$11.32
Experienced, 3 Yrs w/firm	\$10.46	\$14.41	\$12.70

QUALIFICATIONS

Technical: Ability to operate tractors. Knowledge of horticulture. Knowledge of gardening tools. Knowledge of pesticides and herbicides. Lawn and garden care skills. Pruning skills. Plumbing repair skills. Sprinkler installation skills. Sprinkler repair skills. Possession of a valid driver license.

Physical: Lift at least 75 lbs. repeatedly.

Personal: Ability to work independently. Willingness to work with close supervision. Public contact skills. Possession of a reliable vehicle.

SUPPLY AND DEMAND

Experienced: Firms report little difficulty in finding experienced applicants. Job market is competitive.

Inexperienced: Firms report little difficulty in finding inexperienced applicants. Job market is competitive.

GOLDEN SIERRA JOB TRAINING AGENCY

Alpine, El Dorado, Nevada, Placer, and Sierra Counties

Laborers, Landscaping and Groundskeeping

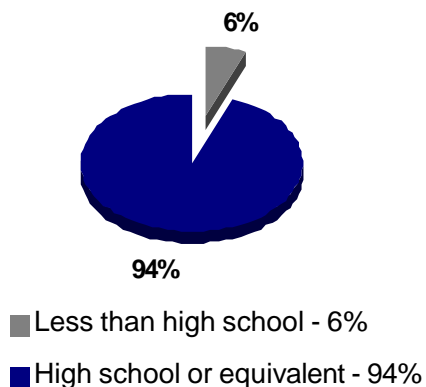
Surveyed - Summer 1998

TRAINING AND EXPERIENCE

	<i>Work Experience Required</i>	<i>Training as Substitute for Experience</i>
Always	25%	0%
Usually	43%	6%
Sometimes	13%	69%
Never	19%	25%

EDUCATION

Surveyed employers reported the following educational levels for recent hires:



EMPLOYMENT TRENDS

Slower than average growth rate
(2.6 % annually)

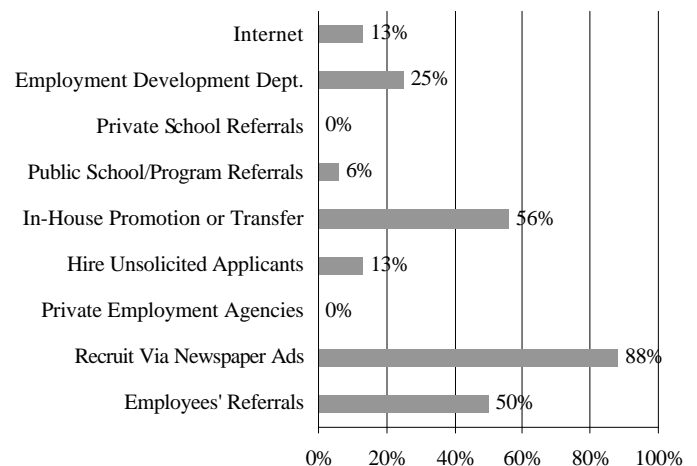
OTHER INFORMATION

Hours: Almost all employers offer work on a full time basis averaging 40 hours per week. Few employers offer work on a part time basis averaging 40 hours per week. Few employers offer work on a temporary/on call basis averaging 40 hours per week. Some employers offer work on a seasonal basis averaging 27 hours per week.

All = 100%, **Almost All** = 80% to 99%, **Most** = 60% to 79%, **Many** = 40% to 59%, **Some** = 20% to 39%, **Few** = less than 20%.

Employees in this occupation: Male 89% and Female 11%.

Hiring Methods: Surveyed employers reported the following methods of recruitment:



Other Related Information Sources: DOT Code # 408.687-014.

LOAN OFFICERS AND COUNSELORS

OES CODE 211080

DESCRIPTION

Loan Officers and Counselors evaluate, authorize, or recommend approval of commercial or real estate loans and credit loans or advise borrowers on financial status and methods of payments. Includes such occupations as Mortgage Loan Officers or Agents, Collection Analysts, and Loan Servicing Officers.

WAGES

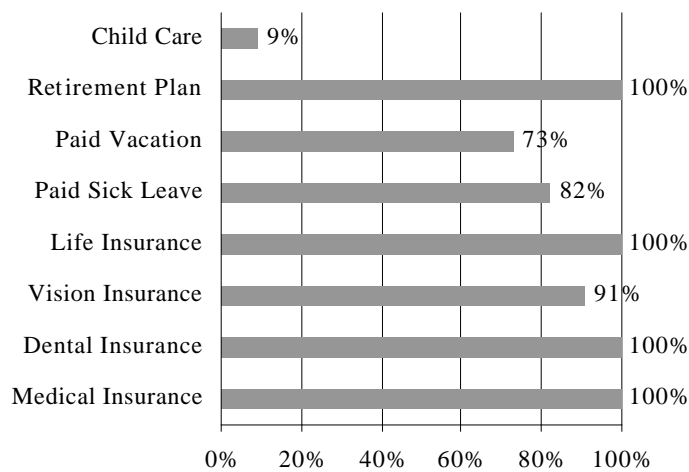
<i>Experience</i>	<i>Low</i>	<i>High</i>	<i>Median</i>
New Hire, No Experience	\$6.90	\$11.99	\$8.49
New Hire, Experienced	\$8.06	\$23.25	\$9.59
Experienced, 3 Yrs w/firm	\$9.00	\$25.41	\$13.11

SIZE OF OCCUPATION

Medium - 222 to 443 workers

BENEFITS

% of employers surveyed who offered the following benefits for full time positions:



QUALIFICATIONS

Technical: Ability to apply sales techniques. Ability to handle credit and collections. Ability to interview others for information. Ability to write effectively. Knowledge of government loan procedures. Understanding of regulations affecting financial institutions. Understanding of conventional loans. Business math skills. Possession of California real estate sales license.

Personal: Ability to work independently. Willingness to work with close supervision. Public contact skills. Customer service skills.

SUPPLY AND DEMAND

Experienced: Firms report some difficulty in finding experienced applicants. Job market is good.

Inexperienced: Firms report some difficulty in finding inexperienced applicants. Job market is good.

GOLDEN SIERRA JOB TRAINING AGENCY

Alpine, El Dorado, Nevada, Placer, and Sierra Counties

Loan Officers and Counselors

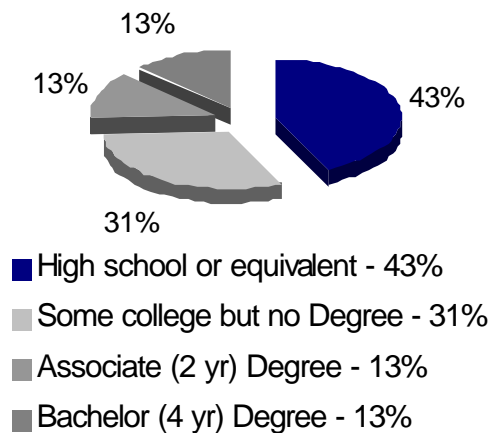
Surveyed - Summer 1998

TRAINING AND EXPERIENCE

	<i>Work Experience Required</i>	<i>Training as Substitute for Experience</i>
Always	38%	0%
Usually	49%	13%
Sometimes	13%	74%
Never	0%	13%

EDUCATION

Surveyed employers reported the following educational levels for recent hires:



EMPLOYMENT TRENDS

Average growth rate
(3.7 % annually)

OTHER INFORMATION

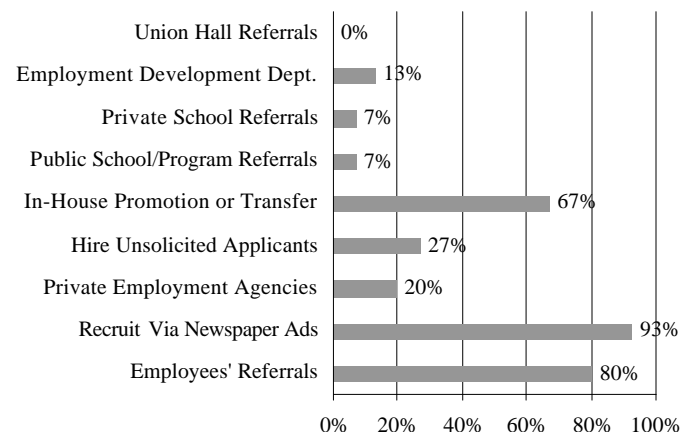
Hours: All employers offer work on a full time basis averaging 42 hours per week. Some employers offer work on a part time basis averaging 29 hours per week.

All = 100%, **Almost All** = 80% to 99%, **Most** = 60% to 79%, **Many** = 40% to 59%, **Some** = 20% to 39%, **Few** = less than 20%.

Wages: Some employees receive commissions ranging from \$1.27 to \$48.91 per hour. A base wage may or may not accompany a commission.

Employees in this occupation: Male 40% and Female 60%.

Hiring Methods: Surveyed employers reported the following methods of recruitment:



Other Related Information Sources: DOT Code # 186.267-018

LODGING MANAGERS

OES CODE 150262

DESCRIPTION

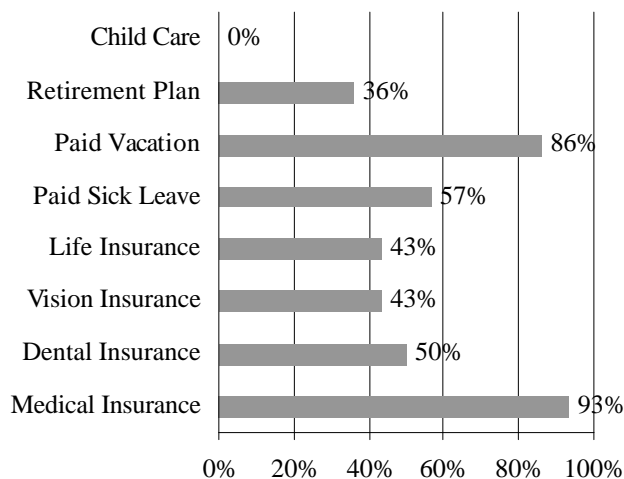
Lodging Managers plan, organize, direct, control, or coordinate activities of an organization or department that provides lodging such as hotels, motels, or tourist courts.

SIZE OF OCCUPATION

Large - 444 to 962 workers

BENEFITS

% of employers surveyed who offered the following benefits for full time positions:



WAGES

<i>Experience</i>	<i>Low</i>	<i>High</i>	<i>Median</i>
New Hire, No Experience	\$5.75	\$18.27	\$9.59
New Hire, Experienced	\$7.50	\$28.77	\$10.13
Experienced, 3 Yrs w/firm	\$8.00	\$33.56	\$13.90

QUALIFICATIONS

Technical: Ability to maintain financial records. Ability to manage an activity or department. Ability to plan and organize the work of others. Ability to follow purchasing procedures. Ability to hire and assign personnel. Ability to write effectively. Understanding of inventory techniques. Business math skills. Record keeping skills. Catering skills. Problem solving skills.

Personal: Ability to work independently. Ability to work under pressure. Willingness to work with close supervision. Public contact skills. Customer service skills.

SUPPLY AND DEMAND

Experienced: Firms report some difficulty in finding experienced applicants. Job market is good.

Inexperienced: Firms report little difficulty in finding inexperienced applicants. Job market is competitive.

GOLDEN SIERRA JOB TRAINING AGENCY

Alpine, El Dorado, Nevada, Placer, and Sierra Counties

Lodging Managers

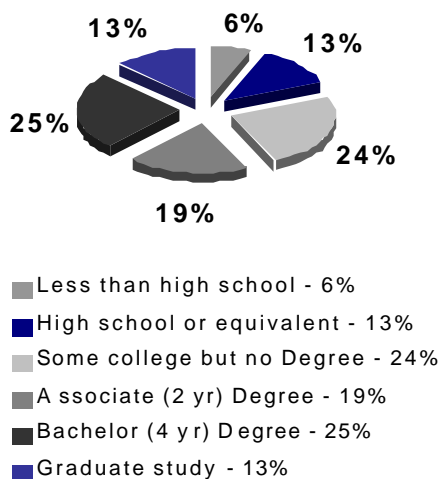
Surveyed - Summer 1998

TRAINING AND EXPERIENCE

	<i>Work Experience Required</i>	<i>Training as Substitute for Experience</i>
Always	19%	0%
Usually	56%	6%
Sometimes	25%	63%
Never	0%	31%

EDUCATION

Surveyed employers reported the following educational levels for recent hires:



EMPLOYMENT TRENDS

Average growth rate
(3.2 % annually)

OTHER INFORMATION

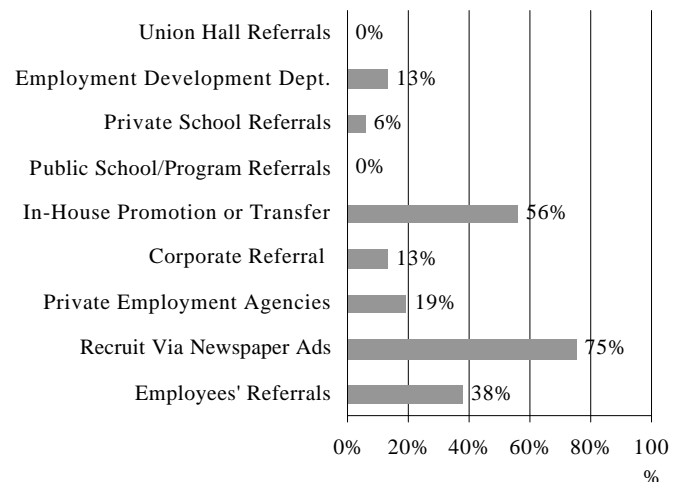
Hours: Almost all employers offer work on a full time basis averaging 44 hours per week. Few employers offer work on a part time basis averaging 38 hours per week. Few employers offer work on a seasonal basis averaging 40 hours per week.

All = 100%, **Almost All** = 80% to 99%, **Most** = 60% to 79%, **Many** = 40% to 59%, **Some** = 20% to 39%, **Few** = less than 20%.

Wages: Some employees receive tips ranging from \$1.15 to \$5.32 per hour.

Employees in this occupation: Male 28% and Female 72%.

Hiring Methods: Surveyed employers reported the following methods of recruitment:



Other Related Information Sources: DOT Code # 187.117-038, 187.167-122. CA Occupational Guide # 114.

NURSE AIDES

OES CODE 660080

DESCRIPTION

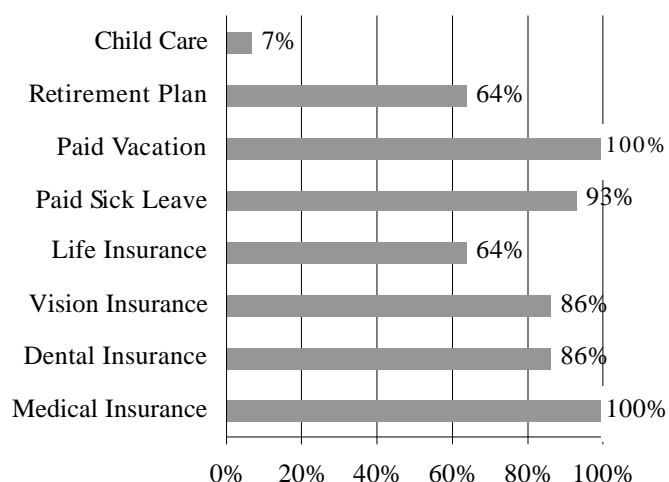
Nurse Aides work under the direction of nursing or medical staff to provide auxiliary services in the care of patients. They perform duties such as answering patients' call bells, serving and collecting food trays, and feeding patients. Nurse Aides may be called Assistants, Attendants, or Orderlies. Orderlies are primarily concerned with the care of male patients, setting up equipment, and relieving nurses of heavier work. Does not include Psychiatric Aides and Home Health Aides.

SIZE OF OCCUPATION

Very Large - More than 962 workers

BENEFITS

% of employers surveyed who offered the following benefits for full time positions:



WAGES

<i>Non-Union</i>	<i>Low</i>	<i>High</i>	<i>Median</i>
New Hire, No Experience	\$6.00	\$9.74	\$6.30
New Hire, Experienced	\$7.00	\$14.38	\$7.50
Experienced, 3 Yrs w/firm	\$8.00	\$16.78	\$8.42

<i>Union</i>	<i>Low</i>	<i>High</i>	<i>Median</i>
New Hire, No Experience	\$5.75	\$7.63	\$5.95
New Hire, Experienced	\$6.50	\$9.60	\$7.63
Experienced, 3 Yrs w/firm	\$6.90	\$11.14	\$8.50

QUALIFICATIONS

Technical: Ability to provide personal services to patients. Ability to administer emergency first aid. Ability to apply dressings and compresses. Ability to apply transferring techniques moving patients. Ability to perform CPR. Knowledge of orthopedic care. Knowledge of surgical preparation procedures. Understanding of asepsis. Record keeping skills. Post surgical care skills. Possession of Nurses Aide's Certification.

Personal: Ability to handle crisis situations. Ability to work independently. Willingness to work with close supervision.

SUPPLY AND DEMAND

Experienced: Firms report some difficulty in finding experienced applicants. Job market is good.

Inexperienced: Firms report some difficulty in finding inexperienced applicants. Job market is good.

GOLDEN SIERRA JOB TRAINING AGENCY

Alpine, El Dorado, Nevada, Placer, and Sierra Counties

Nurse Aides

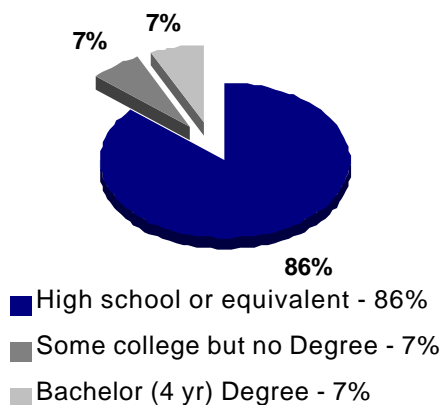
Surveyed - Summer 1998

TRAINING AND EXPERIENCE

	<i>Work Experience Required</i>	<i>Training as Substitute for Experience</i>
Always	7%	7%
Usually	33%	27%
Sometimes	40%	46%
Never	20%	20%

EDUCATION

Surveyed employers reported the following educational levels for recent hires:



EMPLOYMENT TRENDS

Average growth rate
(4.0 % annually)

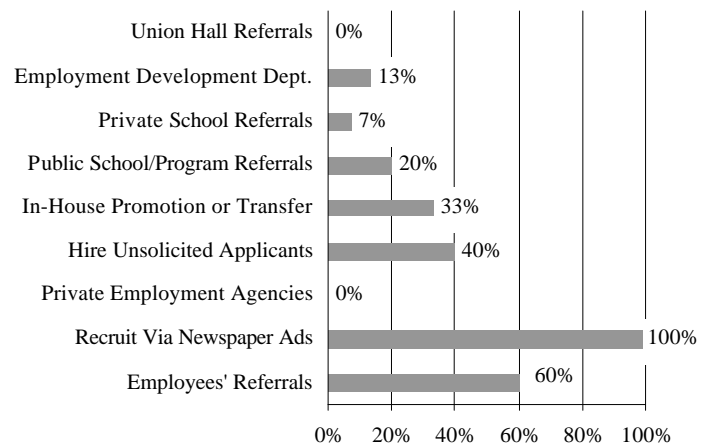
OTHER INFORMATION

Hours: All employers offer work on a full time basis averaging 39 hours per week. Most employers offer work on a part time basis averaging 24 hours per week. Many employers offer work on a temporary/on call basis averaging 18 hours per week. Few employers offer work on a seasonal basis averaging 16 hours per week.

All = 100%, **Almost All** = 80% to 99%, **Most** = 60% to 79%, **Many** = 40% to 59%, **Some** = 20% to 39%, **Few** = less than 20%.

Employees in this occupation: Male 10% and Female 90%.

Hiring Methods: Surveyed employers reported the following methods of recruitment:



Other Related Information Sources: DOT Code # 355.674-014, 355.674-018. CA Occupational Guide # 442.

SALES AGENTS AND PLACERS - INSURANCE

OES CODE 430020

DESCRIPTION

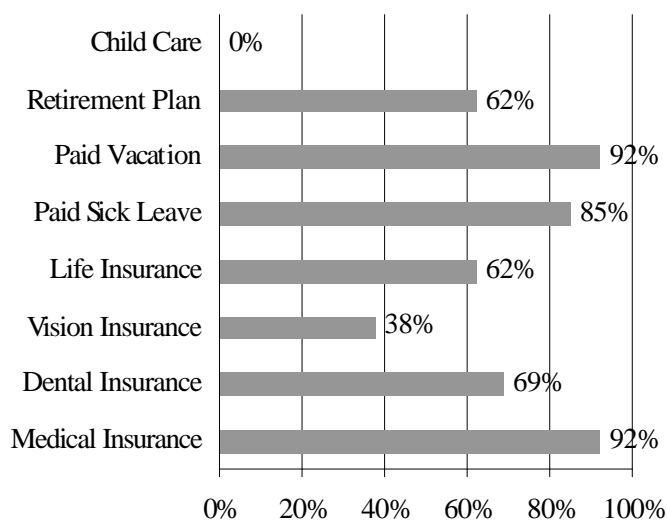
Sales Agents and Placers sell or advise clients on life insurance, endowments, fire, accident, and other types of insurance. They may refer clients to independent brokers, work as an independent broker, or be employed by an insurance company.

SIZE OF OCCUPATION

Medium - 222 to 443 workers

BENEFITS

% of employers surveyed who offered the following benefits for full time positions:



WAGES

<i>Experience</i>	<i>Low</i>	<i>High</i>	<i>Median</i>
New Hire, No Experience	\$6.33	\$12.00	\$8.60
New Hire, Experienced	\$6.33	\$13.23	\$10.03
Experienced, 3 Yrs w/firm	\$10.36	\$15.54	\$12.08

QUALIFICATIONS

Technical: Ability to apply sales techniques. Ability to interpret policy coverage. Ability to assess life insurance policies. Ability to appraise real and personal property. Ability to write effectively. Understanding of casualty insurance. Financial planning skills. Insurance sales skills. Verbal presentation skills. Bondable. Possession of an insurance broker's license. Possession of an insurance agent's license.

Personal: Ability to work independently. Willingness to work with close supervision. Possession of a reliable vehicle.

SUPPLY AND DEMAND

Experienced: Firms report some difficulty in finding experienced applicants. Job market is good.

Inexperienced: Firms report some difficulty in finding inexperienced applicants. Job market is good.

GOLDEN SIERRA JOB TRAINING AGENCY

Alpine, El Dorado, Nevada, Placer, and Sierra Counties

Sales Agents and Placers – Insurance

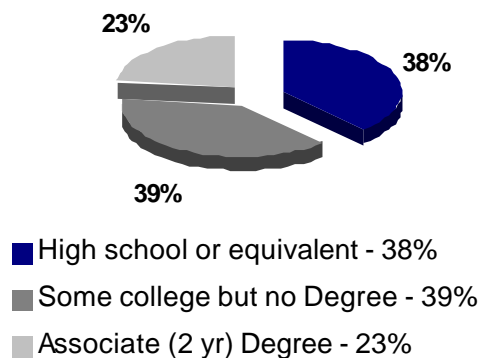
Surveyed - Summer 1998

TRAINING AND EXPERIENCE

	<i>Work Experience Required</i>	<i>Training as Substitute for Experience</i>
Always	31%	8%
Usually	15%	15%
Sometimes	39%	69%
Never	15%	8%

EDUCATION

Surveyed employers reported the following educational levels for recent hires:



EMPLOYMENT TRENDS

Slower than average growth rate
(2.4 % annually)

OTHER INFORMATION

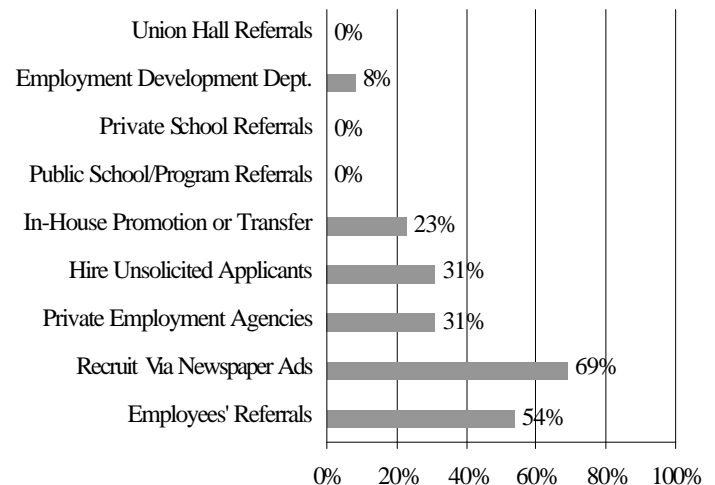
Hours: All employers offer work on a full time basis averaging 41 hours per week. Some employers offer work on a part time basis averaging 27 hours per week.

All = 100%, **Almost All** = 80% to 99%, **Most** = 60% to 79%, **Many** = 40% to 59%, **Some** = 20% to 39%, **Few** = less than 20%.

Wages: Some employees receive commissions ranging from \$.58 to \$47.95 per hour. A basic wage may or may not accompany a commission.

Employees in this occupation: Male 63% and Female 37%.

Hiring Methods: Surveyed employers reported the following methods of recruitment:



Other Related Information Sources: DOT Code # 239.267-010, 250.257-010.

SECRETARIES, EXCEPT LEGAL AND MEDICAL

OES CODE 551080

DESCRIPTION

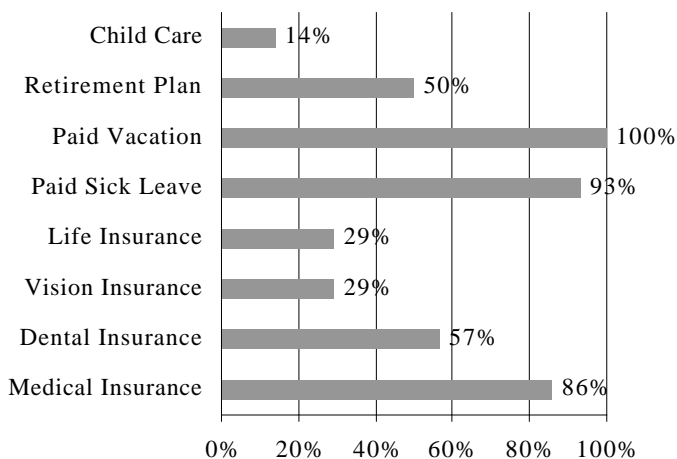
Secretaries, except Legal and Medical, relieve officials of clerical work and minor administrative and business detail by scheduling appointments, giving information to callers, taking dictation, composing and typing routine correspondence, reading and routing incoming mail, and filing correspondence and other records. They may perform various other assigned clerical duties. Does not include Medical and Legal Secretaries.

SIZE OF OCCUPATION

Very Large - More than 962 workers

BENEFITS

% of employers surveyed who offered the following benefits for full time positions:



WAGES

<i>Non-Union</i>	<i>Low</i>	<i>High</i>	<i>Median</i>
New Hire, No Experience	\$5.75	\$9.14	\$7.00
New Hire, Experienced	\$5.75	\$12.00	\$8.85
Experienced, 3 Yrs w/firm	\$8.00	\$16.00	\$10.00

<i>Union</i>	<i>Low</i>	<i>High</i>	<i>Median</i>
New Hire, No Experience	\$9.55	\$11.04	\$10.82
New Hire, Experienced	\$10.51	\$12.19	\$11.21
Experienced, 3 Yrs w/firm	\$11.58	\$13.15	\$12.48

QUALIFICATIONS

Technical: Ability to operate a transcribing machine. Ability to follow billing procedures. Ability to use spreadsheet software. Ability to use word processing software. Ability to write effectively. Ability to maintain an appointment calendar. Ability to take dictation at 100 wpm or more. Ability to type at least 60 words per minute. Alphabetic and numeric filing skills. Proofreading skills. English grammar, spelling, and punctuation skills. Telephone answering skills.

Personal: Ability to work independently. Willingness to work with close supervision.

SUPPLY AND DEMAND

Experienced: Firms report little difficulty in finding experienced applicants. Job market is competitive.

Inexperienced: Firms report little difficulty in finding inexperienced applicants. Job market is competitive.

GOLDEN SIERRA JOB TRAINING AGENCY

Alpine, El Dorado, Nevada, Placer, and Sierra Counties

Secretaries, except Legal and Medical

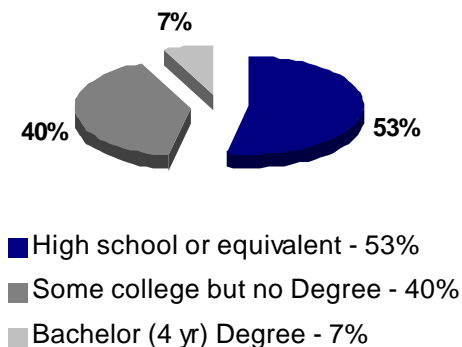
Surveyed - Summer 1998

TRAINING AND EXPERIENCE

	<i>Work Experience Required</i>	<i>Training as Substitute for Experience</i>
Always	40%	0%
Usually	33%	20%
Sometimes	27%	73%
Never	0%	7%

EDUCATION

Surveyed employers reported the following educational levels for recent hires:



EMPLOYMENT TRENDS

Slower than average growth rate
(3.3 % annually)

OTHER INFORMATION

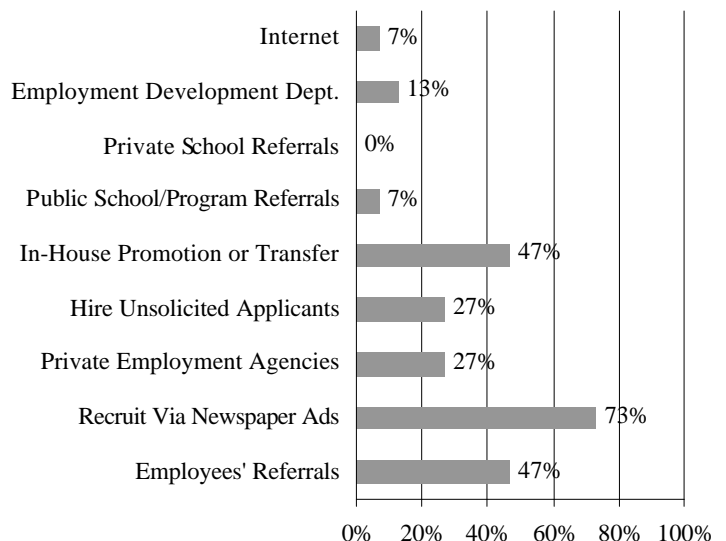
Hours: All employers offer work on a full time basis averaging 40 hours per week. Some employers offer work on a part time basis averaging 21 hours per week. Some employers offer work on a temporary/on call basis averaging 24 hours per week.

All = 100%, **Almost All** = 80% to 99%, **Most** = 60% to 79%, **Many** = 40% to 59%, **Some** = 20% to 39%, **Few** = less than 20%.

Wages: Some employees receive tips of \$1.15 per hour.

Employees in this occupation: Male 5% and Female 95%.

Hiring Methods: Surveyed employers reported the following methods of recruitment:



Other Related Information Sources: DOT Code # 201.362-022, 201.362-030. CA Occupational Guide # 128.

SURVEYING AND MAPPING TECHNICIANS AND TECHNOLOGISTS

OES CODE 225210

DESCRIPTION

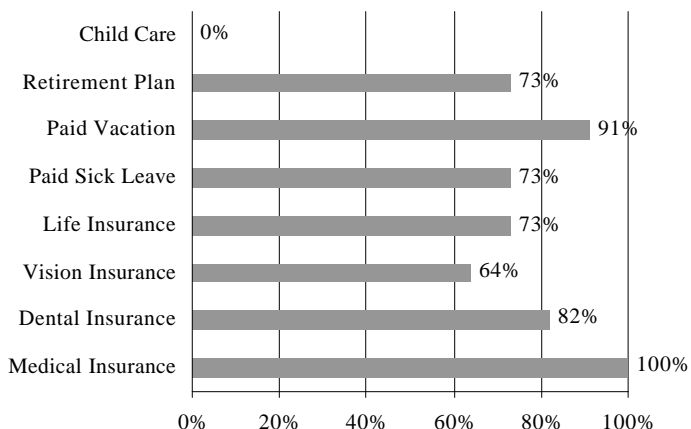
Surveying and Mapping Technicians and Technologists perform surveying and mapping duties to obtain data pertaining to angles, elevations, points, and contours used for construction, map making, mining, or other purposes. They calculate information for map making from field notes, using reference tables, and draw maps of geographical areas to show natural and constructed features, political boundaries, and other features from source data, such as surveying notes, aerial photography, or other maps. They also draw topographical maps from aerial photographs or verify accuracy and completeness of topographical maps. Does not include Cartographers.

SIZE OF OCCUPATION

Small - less than 222 workers

BENEFITS

% of employers surveyed who offered the following benefits for full time positions:



WAGES

<i>Non-Union</i>	<i>Low</i>	<i>High</i>	<i>Median</i>
New Hire , No Experience	\$8.00	\$12.00	\$10.00
New Hire, Experienced	\$10.00	\$20.00	\$16.00
Experienced, 3 Yrs w/firm	\$13.00	\$25.00	\$18.00

<i>Union</i>	<i>Low</i>	<i>High</i>	<i>Median</i>
New Hire, No Experience	\$9.89	\$19.77	\$13.07
New Hire, Experienced	\$12.69	\$24.00	\$16.12
Experienced, 3 Yrs w/firm	\$15.45	\$28.13	\$19.24

QUALIFICATIONS

Technical: Ability to write effectively. Knowledge of algebra. Knowledge of geometry. Knowledge of trigonometry. Map reading skills. Computer assisted design (CAD) skills. Possession of a Surveyor's license.

Physical: Ability to stand continuously for 2 or more hours. Good vision. Good hearing. Good physical condition.

Personal: Ability to work independently. Ability to provide own drafting tools. Willingness to work with close supervision. Possession of a reliable vehicle.

SUPPLY AND DEMAND

Experienced: Firms report some difficulty in finding experienced applicants. Job market is good.

Inexperienced: Firms report some difficulty in finding inexperienced applicants. Job market is good.

GOLDEN SIERRA JOB TRAINING AGENCY

Alpine, El Dorado, Nevada, Placer, and Sierra Counties

Surveying and Mapping Technicians and Technologists

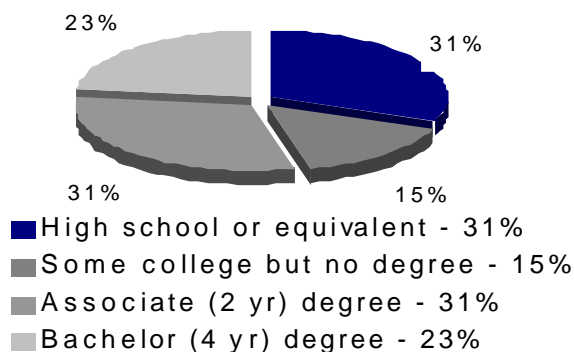
Surveyed - Summer 1998

TRAINING AND EXPERIENCE

	<i>Work Experience Required</i>	<i>Training as Substitute for Experience</i>
Always	69%	8%
Usually	8%	0%
Sometimes	15%	69%
Never	8%	23%

EDUCATION

Surveyed employers reported the following educational levels for recent hires:



EMPLOYMENT TRENDS

Slower than average growth rate
(2.4 % annually)

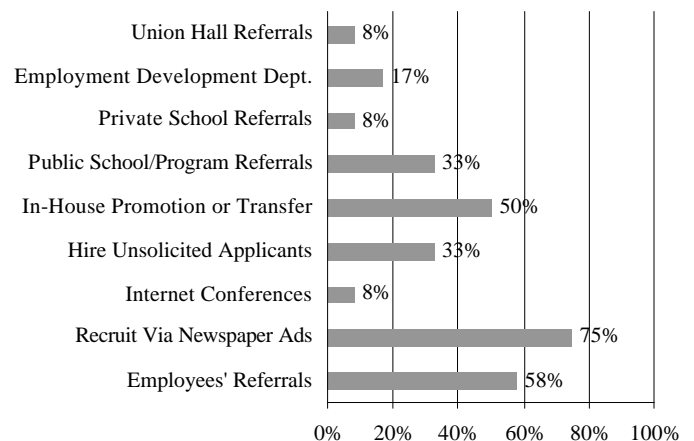
OTHER INFORMATION

Hours: Almost all employers offer work on a full time basis averaging 40 hours per week. Some employers offer work on a part time basis averaging 28 hours per week. Few employers offer work on a temporary/on call basis averaging 10 hours per week. Few employers offer work on a seasonal basis averaging 40 hours per week.

All = 100%, **Almost All** = 80% to 99%, **Most** = 60% to 79%, **Many** = 40% to 59%, **Some** = 20% to 39%, **Few** = less than 20%.

Employees in this occupation: Male 92% and Female 8%.

Hiring Methods: Surveyed employers reported the following methods of recruitment:



Other Related Information Sources: DOT Code # 160.162-018. CA Occupational Guide # 1.

TRUCK DRIVERS – HEAVY OR TRACTOR TRAILER

OES CODE 971020

DESCRIPTION

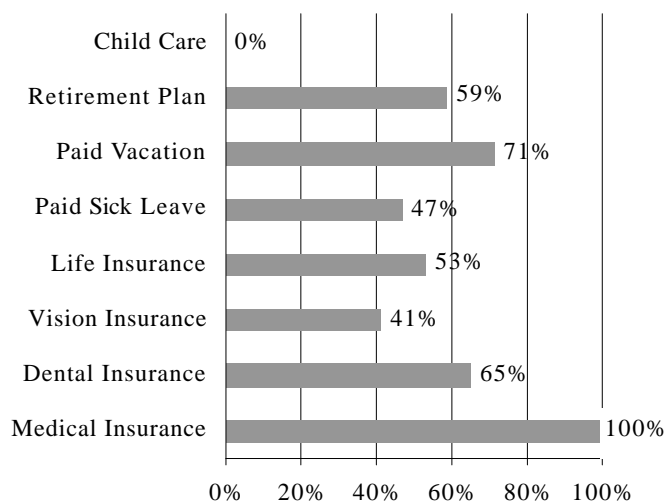
Heavy or Tractor Trailer Truck Drivers drive tractor-trailer combinations or trucks with a capacity of more than three tons to transport and deliver goods, livestock, or materials in liquid, loose or packaged form. They may be required to unload trucks.

SIZE OF OCCUPATION

Very Large - More than 962 workers

BENEFITS

% of employers surveyed who offered the following benefits for full time positions:



WAGES

<i>Experience</i>	<i>Low</i>	<i>High</i>	<i>Median</i>
New Hire, No Experience	\$6.38	\$11.00	\$10.00
New Hire, Experienced	\$7.50	\$15.00	\$12.00
Experienced, 3 Yrs w/firm	\$10.50	\$19.00	\$14.00

QUALIFICATIONS

Technical: Ability to operate a fork lift. Ability to read invoices. Ability to meet ICC requirements. Ability to drive trucks long distances. Ability to load and unload freight. Knowledge of local streets. Record keeping skills. Automotive maintenance and minor repair skills. Map reading skills. Possession of a valid Class A driver's license. Possession of a valid Class B driver's license.

Physical: Ability to pass a pre-employment medical examination. Lift at least 75 lbs. repeatedly.

Personal: Ability to work independently. Possession of a good DMV driving record.

SUPPLY AND DEMAND

Experienced: Firms report some difficulty in finding experienced applicants. Job market is good.

Inexperienced: Firms report some difficulty in finding inexperienced applicants. Job market is good.

GOLDEN SIERRA JOB TRAINING AGENCY

Alpine, El Dorado, Nevada, Placer, and Sierra Counties

Truck Drivers – Heavy or Tractor Trailer

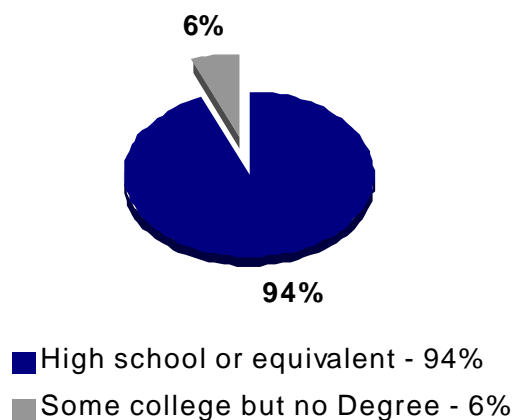
Surveyed - Summer 1998

TRAINING AND EXPERIENCE

	<i>Work Experience Required</i>	<i>Training as Substitute for Experience</i>
Always	52%	0%
Usually	24%	6%
Sometimes	24%	65%
Never	0%	29%

EDUCATION

Surveyed employers reported the following educational levels for recent hires:



EMPLOYMENT TRENDS

Average growth rate
(3.6 % annually)

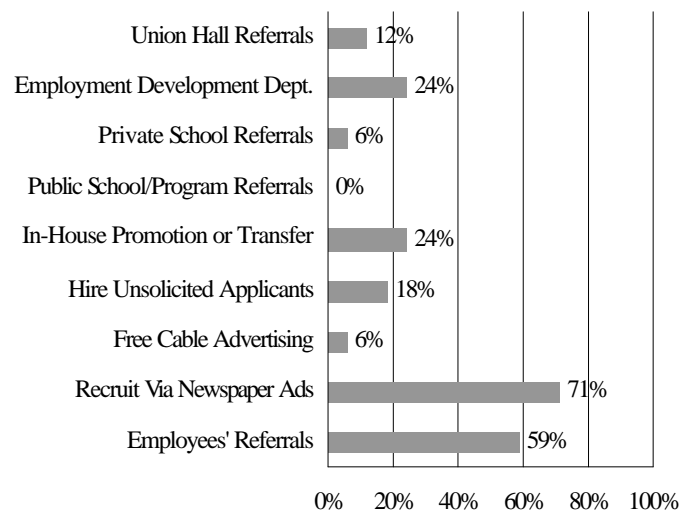
OTHER INFORMATION

Hours: Most employers offer work on a full time basis averaging 42 hours per week. Few employers offer work on a part time basis averaging 30 hours per week. Some employers offer work on a seasonal basis averaging 47 hours per week.

All = 100%, **Almost All** = 80% to 99%, **Most** = 60% to 79%, **Many** = 40% to 59%, **Some** = 20% to 39%, **Few** = less than 20%.

Employees in this occupation: Male 98% and Female 2%.

Hiring Methods: Surveyed employers reported the following methods of recruitment:



Other Related Information Sources: DOT Code # 905.663-014. CA Occupational Guide #225.

VOCATIONAL TRAINING DIRECTORY

COMMUNITY COLLEGES

Cosumnes River College

Lake Tahoe Community College

Sierra College, Nevada County Campus

Sierra College, Rocklin Campus

Training Provider

Cosumnes River College

El Dorado Center

6699 Campus Drive
Placerville, CA 95667
(530) 642-5644
Fax (530) 642-5652
www.crc.losrios.cc.ca.us

Programs Offered:

Accounting
Administrative Assistant
Administration of Justice
Art
Business
Computer Information Science
Early Childhood Education
Human Services
Journalism

Available Services:

Access to public transportation
Career counseling
Career/vocational assessment
Distance learning classes
Financial aid/assistance

Time to Complete Program: 2 - 3 years

Cost: \$11.00/unit

Other Fees: Books

Entrance Requirements: 18 years or older

Received upon Completion: Associate degree or certificate of completion

Open entry/Open exit: No

Training Provider

Lake Tahoe Community College

One College Drive
So. Lake Tahoe, CA 96150-4524
(530) 541-4660 Ext. 211
Fax (530) 541-7852
www.ltcc.cc.ca.us

Programs Offered:

Addiction Studies
Art
Business
Business Office Administration
Computer Studies
Criminal Justice
Culinary Arts
Early Childhood Education
Fire Science
Medical Office Assistant
Photography
Real Estate

Available Services:

Access to public transportation
Career counseling
Career/vocational assessment
Financial aid/assistance
Job placement assistance

Time to Complete Program: 1 - 2 years

Cost: \$7.00/unit

Other Fees: Book/material fees or deposits

Entrance Requirements: Adults or high school graduates

Received upon Completion: Associate degree or certificate of completion

Open entry/Open exit: No

Training Provider

Sierra College, Nevada County Campus

250 Sierra College Drive
Grass Valley, CA 95945
(530) 274-5300
Fax (530) 274-5324
www.sierra.cc.ca.us

<i>Programs Offered:</i>	Accounting Business Administration Business – Office Technology Communication Studies Computer Integrated Electronics Computer Studies Drafting Early Childhood Education Health Careers – Office Technology Management
<i>Available Services:</i>	Access to public transportation Career counseling Career/vocational assessment Financial aid/assistance
<i>Time to Complete Program:</i>	1 - 2 years
<i>Cost:</i>	\$11.00/unit
<i>Other Fees:</i>	\$11.00 health fee, \$6.00 student fee, books
<i>Entrance Requirements:</i>	Adults or high school graduates
<i>Received upon Completion:</i>	Associate degree or certificate of completion
<i>Open entry/Open exit:</i>	No

Training Provider

Sierra College, Rocklin Campus

5000 Rocklin Road
Rocklin, CA 95677
(916) 624-3333
Fax (916) 781-0455
www.sierra.cc.ca.us

<i>Programs Offered:</i>	Accounting	Fashion Merchandising
	Agricultural, General, Suburban	Fire Science
	Animal Husbandry	Forestry
	Apparel Design & Production	Geology
	Automotive Analysis	Health Sciences
	Business Administration	Horticulture, Environmental
	Business – Office Technology	Industrial Technology, General
	Communication Studies	Management
	Computer Integrated Electronics	Marketing
	Computer Studies	Metals/Manufacturing Technology
	Construction Technology	Mining
	Drafting	Nursing, Registered
	Early Childhood Education	Nursing, Vocational
	Engineering	Photography
	Equine Studies	Real Estate
		Teacher's Aide

<i>Available Services:</i>	Access to public transportation
	Career counseling
	Career/vocational assessment
	Financial aid/assistance

<i>Time to Complete Program:</i>	1 - 2 years
<i>Cost:</i>	\$11.00/unit
<i>Other Fees:</i>	\$11.00 health fee, \$6.00 student fee, books
<i>Entrance Requirements:</i>	Adults or high school graduates
<i>Received upon Completion:</i>	Associate degree or certificate of completion
<i>Open entry/Open exit:</i>	No

REGIONAL OCCUPATIONAL PROGRAMS (ROP)

Central Sierra ROP

49er ROP

Training Provider

Central Sierra Regional Occupational Program

El Dorado County

4675 Missouri Flat Road
Placerville, CA 95667
(530) 621-0123
Fax (530) 642-0287

Mailing Address
P.O. Box 1450
Diamond Springs, CA 95619

Programs Offered:

Animal Health	Electronics
Architect – CAD Drafting	Fire Control Technician
Automotive Services, Body	Graphic Arts/Printing
Automotive Services, Engine	Law Enforcement Video Production
Computer Studies	Manicuring
Cosmetology	Marketing Skills
Culinary Arts	Medical Assisting
Dental Assistant	Metal Fabrication/Welding
Early Childhood Education	Photography
	Video Production

Available Services:

Access to public transportation
Career counseling
Career/vocational assessment
Veteran approved

Time to Complete Program: 2 – 18 months

Cost: \$20.00 - \$80.00/semester

Other Fees: Books/material fees or deposit

Entrance Requirements: 16 years or older

Received upon Completion: Certificate of completion

Open entry/Open exit: No

Training Provider

49er Regional Occupational Program

Nevada and Placer County

360 Nevada Street

Auburn, CA 95603

(530) 889-5949

Fax (530) 887-1704

www.placercoe.k12.ca.us

Programs Offered:

Accounting	Electronics, Advanced
Animal and Veterinary Careers	Fashion Merchandising
Automotive Services	Financial Services Careers
Automotive Technologies	Graphic Communications
Business Careers	Graphic Arts/Printing
Computer Studies	Health Careers
Computer Systems Management	Marketing and Sales Careers
Construction Technologies	Medical Assisting
Cosmetology	Medical Terminology
Dental Assisting	Network Tech.-Cisco System
Early Childhood Education	Sports Medicine Careers
Electronics, Basic	Video Production

Available Services:

Access to public transportation
Apprenticeship programs
Career counseling
Career/vocational assessment
Disabled student access
Job placement assistance
Veteran approved

Time to Complete Program: 1 - 2 semesters

Cost: \$50.00/semester plus class registration fee

Other Fees: Books/material fees or deposit

Entrance Requirements: 16 years or older

Received upon Completion: Certificate of completion

Open entry/Open exit: No

Golden Sierra Job Training Agency – Alpine, El Dorado, Nevada, Placer, and Sierra Counties

ADULT EDUCATION

Nevada Union Adult Education

Placer School for Adults

Roseville Adult School

Training Provider

Nevada Union Adult Education

Nevada County

11229 McCourtney Road
Grass Valley, CA 95949
(530) 272-2643
Fax (530) 272-3422

<i>Programs Offered:</i>	Accounting, Beginning Accounting, Advanced Basic Computer Skills and Applications Computers Emergency Medical Technician Furniture/Cabinet Making Welding
<i>Available Services:</i>	Access to public transportation
<i>Time to Complete Program:</i>	1 – 8 months
<i>Cost:</i>	\$25.00 - \$75.00
<i>Other Fees:</i>	Books/material fees or deposit
<i>Entrance Requirements:</i>	Computer classes require keyboard knowledge, otherwise no prerequisites
<i>Received upon Completion:</i>	Certificate of completion
<i>Open entry/Open exit:</i>	No

Training Provider

Placer School for Adults

Placer County

390 Finley Street
Auburn, CA 95603
(530) 885-8585
Fax (530) 823-1406

www.puhs.k12.ca.us/adult

Programs Offered:

Accounting I
Automated Accounting/Quickbooks
Business Applications
Computer-Aided Drafting
Hazardous Waste
Operating Systems
Special Interest - Internet
Software Packages/Desktop
Understanding MSDS
Welding
Woodworking

Available Services:

Access to public transportation
Career counseling
Counseling services for GED
English as a second language
Financial aid/assistance
Job placement assistance

Time to Complete Program: 8 hours - 3 months

Cost: \$20.00 - \$100.00

Other Fees: Material fees/lab fees

Entrance Requirements: 18 years or older

Received upon Completion: Certificate of completion

Open entry/Open exit No

Training Provider

Roseville Adult School

Placer County

200 Branstetter Street
Roseville, CA 95678
(916) 782-3952
Fax (916) 782-4361
www.rjuhsd.k12.ca.us

<i>Programs Offered:</i>	Accounting, Clerk, Computerized Administrative Clerk Cosmetologist/Esthetician Small Business Owner
<i>Available Services:</i>	Access to public transportation Career counseling English as a second language Job placement
<i>Time to Complete Program:</i>	2 weeks – 1 year
<i>Cost:</i>	\$20.00 - \$65.00
<i>Other Fees:</i>	Books/material fees or deposit
<i>Entrance Requirements:</i>	Keyboard knowledge. For Cosmetologist/Esthetician – check with school
<i>Received upon Completion:</i>	Certificate of completion Cosmetologist/Esthetician; Licensed Cosmetologist after passing State Board
<i>Open entry/Open exit:</i>	Yes

PRIVATE SCHOOLS

Aviation and Electronic Schools of America

The Body Institute

California College of Ayurveda

California Motel Training

California Paralegal College

Clinical Touch School of Massage Therapy

Healing Arts Institute

Jerry Lee Beauty College

Lake Tahoe Massage School

New Directions Learning Center

Phillips School of Massage

Sierra Family Services

Truckee Tahoe Training

Private Schools

Aviation & Electronic Schools of America

P.O. Box 1810
Colfax, CA 95713
(530) 346-6792
Fax (530) 346-8466
www.aesa.com

Programs Offered: Aviation related job courses
Computers
Electronics
Telecommunications

Available Services: Job placement assistance
Distance learning

Time to Complete Program: 1 week – 6 months

Cost: \$350.00 - \$2000.00

Other Fees: None

Entrance Requirements: 18 yrs. old, high school diploma or GED, basic understanding of math

Received upon Completion: Certificate of completion

Open-entry/Open-exit: No

The Body Institute

8331 Sierra College Blvd., Suite 210
Granite Bay, CA 95746
(916) 791-1951
Fax (916) 791-0119
www.bodyinstitute.com

Programs Offered: Massage

Available Services: Job placement assistance
Career development
Counseling

Time to Complete Program: 20 weeks – 1 ½ years

Cost: \$1,624.00 - \$4,080.00

Other Fees: None

Entrance Requirements: None

Received upon Completion: Certificate of completion

Open-entry/Open-exit: No

Golden Sierra Job Training Agency – Alpine, El Dorado, Nevada, Placer, and Sierra Counties

Private Schools

California College of Ayurveda

1117 A East Main Street
Grass Valley, CA 95945
(530) 274-9100
Fax (530) 274-7350
www.ayurvedacollege.com

Programs Offered: Clinical Ayurvedic Specialist

Available Services: Access to public transportation
Career/vocational assessment
In-house financing

Time to Complete Program: 2 years

Cost: \$6,250.00

Other Fees: Application and registration fees, book/material fees

Entrance Requirements: High school diploma

Received upon Completion: Certificate of completion

Open-entry/Open-exit: No

California Motel Training

801 Riverside Ave., Suite 104
Roseville, CA 95678
(916) 791-8250
Fax (916) 791-8269
www.astroatlas.com/cmtbev

Programs Offered: Hotel/Motel Management Training

Available Services: Access to public transportation
Job placement assistance
Resume

Time to Complete Program: 5 weeks

Cost: \$3,297.00

Other Fees: None

Entrance Requirements: 21 years old, ATB exam, math test, interview

Received upon Completion: Certificate of completion

Open-entry/Open-exit: No

Golden Sierra Job Training Agency – Alpine, El Dorado, Nevada, Placer, and Sierra Counties

Private Schools

California Paralegal College

461 Grass Valley Hwy., Suite 18
Auburn, CA 95603
(530) 272-5768 (Fax also)

Mailing address:
13809 Saddleback Road
Grass Valley, CA 95945

Programs Offered: Paralegal

Available Services: Access to public transportation
Career counseling
Career/vocational assessment
Job placement assistance
Private student loans/ payment plans available

Time to Complete Program: 10 – 18 months

Cost: Approximately \$6,019.00

Other Fees: None

Entrance Requirements: High school diploma or GED, successful completion of PAR Aptitude test, tour of school, and personal interview with director

Received upon Completion: Certificate of completion

Open-entry/Open-exit: Yes

Clinical Touch School of Massage Therapy

6815 Five Star Boulevard, Ste. 105
Rocklin, CA 95677
(916) 630-1215
Fax (916) 630-7616

Programs Offered: Massage Therapy I
Massage Therapy II

Available Services: Access to public transportation
Payment plans available

Time to Complete Program: 10 weeks each

Cost: \$1,000.00 each

Other Fees: None

Entrance Requirements: 18 years old, high school graduate, able to communicate in English

Received upon Completion: Certificate of completion

Open-entry/Open-exit: No

Golden Sierra Job Training Agency – Alpine, El Dorado, Nevada, Placer, and Sierra Counties

Private Schools

Healing Arts Institute

112 Douglas Boulevard
Roseville, CA 95678
(916) 782-1275 or (800) 718-6824
Fax (916) 783-4258
www.abundantthealth.com

<i>Programs Offered:</i>	Accupressure Massage Training Massage Therapy Training
<i>Available Services:</i>	Access to public transportation Payment plans available
<i>Time to Complete Program:</i>	3 weeks – 12 weeks
<i>Cost:</i>	\$850.00 – \$1075.00
<i>Other Fees:</i>	Book/material fees and registration fee
<i>Entrance Requirements:</i>	18 years old, high school graduate
<i>Received upon Completion:</i>	Certificate of completion
<i>Open-entry/Open-exit:</i>	No

Jerry Lee Beauty College

200 Whyte Avenue
Roseville, CA 95661
(916) 726-5577
Fax (916) 726-3213

<i>Programs Offered:</i>	Cosmetology Esthetician Manicuring
<i>Available Services:</i>	Access to public transportation Career/vocational assessment Counseling services Financial aid/assistance
<i>Time to Complete Program:</i>	10 weeks - 1 year
<i>Cost:</i>	\$1,625.00 – \$5,075.00
<i>Other Fees:</i>	None
<i>Entrance Requirements:</i>	16 years old, school entrance exam
<i>Received upon Completion:</i>	Certificate of completion
<i>Open-entry/Open-exit:</i>	Yes

Golden Sierra Job Training Agency – Alpine, El Dorado, Nevada, Placer, and Sierra Counties

Private Schools

Lake Tahoe Massage School

P.O. Box 9927
South Lake Tahoe, CA 96158
(530) 544-1227

Programs Offered: Massage Practitioner Program

Available Services: Access to public transportation
Job placement assistance
Payment plan available

Time to Complete Program: 3 months

Cost: \$1,250.00

Other Fees: None

Entrance Requirements: None

Received upon Completion: Certificate of completion

Open-entry/Open-exit: No

New Directions Learning Center

151 N. Sunrise Ave., Suite 1107
Roseville, CA 95661
(916) 788-1575
Fax (916) 788-1675

Programs Offered: Administrative Assistant
Billing Clerk – Medical
Billing Clerk (Advanced) Health Unit Coordinator
Bookkeeper (Computerized Accounting)
Customer Service Clerk
General Clerk
Medical Transcriber
Dispatcher

Available Services: Access to public transportation
Career/vocational assessment
Disabled student access

GED assistance
Job placement assistance
Services for the disabled

Time to Complete Program: 8 to 30 weeks

Cost: \$2,400 - \$5,095.00

Other Fees: None

Entrance Requirements: 16 years or older, school entrance exam

Received upon Completion: Certificate of completion

Open-entry/Open-exit: Yes

Golden Sierra Job Training Agency – Alpine, El Dorado, Nevada, Placer, and Sierra Counties

Private Schools

Phillips School of Massage

101 "B" Broad Street
Nevada City, CA 95959
(530) 265-4645
Fax (530) 265-9485

Mailing address:
P.O. Box 1999
Nevada City
www.jps.net/psm

Programs Offered: Massage Therapy
CMT

Available Services: Access to public transportation
Continuing education for healthcare professionals
Career counseling
Housing placement
Payment plan and prepayment discount

Time to Complete Program: 7 weeks to 6 months
Cost: \$1,700.00 - \$4,540.00

Other Fees: None

Entrance Requirements: Ability to learn massage therapy

Received upon Completion: CMT certificate of completion

Open-entry/Open-exit: No

Sierra Family Services

1240 High Street, Suite 14
Auburn, CA 95603
(530) 885-4632
Fax (530) 885-4669

Programs Offered: Office Skills and Computer Training

Available Services: Access to public transportation
Career counseling
Career/vocational assessment
Job placement assistance

Time to Complete Program: 9 weeks
Cost: \$4,359.00

Other Fees: None

Entrance Requirements: Keyboard familiarity, aptitude for working with computers, motivation
and availability for employment

Received upon Completion: Certificate of completion

Open-entry/Open-exit: No

Golden Sierra Job Training Agency – Alpine, El Dorado, Nevada, Placer, and Sierra Counties

Private Schools

Truckee Tahoe Training

10015 Palisades Dr., Suite 3

Truckee, CA 96161

(530) 582-0361

Fax (530) 587-3827

Programs Offered: Computer Information Classes

Available Services: Computer Training

Time to Complete Program: 12 – 60 hours

Cost: \$45.00 - \$150.00/class

Other Fees: Books and supplies

Entrance Requirements: High school diploma or GED

Received upon Completion: Certificate of completion

Open-entry/Open-exit: Yes

APPENDIX

DEFINITIONS AND TERMINOLOGY

Occupational Title and Definition

Occupations are listed alphabetically by their Occupational Employment Statistics (OES) titles or Dictionary of Occupational Titles (DOT). The occupations were selected for survey based on the needs of local users of occupational information.

Wages and Benefits

The wage data enable comparison of salaries across occupations expressed in salary ranges and median wage. The data are not intended to represent official prevailing wages. Although wages are shown to the nearest cent for ease of comparison, the reader should not interpret this as an indication of precision. The ranges are based primarily on employer surveys and contacts with unions. Wages included in this report are those paid by the employers participating in the survey for employees at three levels of experience. The report does not include extreme wages. In 1998, employers were asked if their employees were members of a union. For the years 1999 and 2000, employers were asked if their employees' wages were subject to collective bargaining or union agreement.

Data collection was conducted in the summer of 1998, the summer of 1999, and the summer of 2000. The 1998 data reflects wages after the March 1, 1998 minimum wage increase to \$5.75 per hour.

Wage data reflect the following definitions:

- | | | |
|---|---|--|
| New Hires, no experience | - | The wages of persons trained but with no paid experience in the occupation. |
| New Hires, experienced | - | The wages paid to journey-level or experienced persons just starting at the firm. |
| Experienced after three years with firm | - | The wages generally paid to persons with three years journey-level experience at the firm. |

Benefits surveyed include Medical Insurance, Dental Insurance, Vision Insurance, Life Insurance, Paid Sick Leave, Paid Vacation, Retirement Plan, Child Care and Other (not shown). In 1999, employers were asked if they offered benefits and, if so, who paid for the benefits.

Projections

The following standard terms describe the expected growth rate for all occupations within Golden Sierra's five county area. The growth rate for 1998, 1999 and 2000 surveyed occupations was obtained from the 1995 through 2002 projections and was determined to be 27.7% (4% annually). Growth rates determined were from Projections and Planning Information, Golden Sierra Consortium, published by the State of California, Employment Development Department, Labor Market Information Division. Employment trends are subject to many unforeseen factors, and it is important not to overemphasize growth in an occupation. The percentage shown below are for the 1995 through 2002 projections:

Much Faster Than Average	-	1.50 times average or more, 34.7% or greater
Faster Than Average	-	1.10 to but not including 1.50, 25.4% to 34.6%
Average	-	0.90 to but not including 1.10 times average, 20.8% to 25.3%
Slower than Average	-	0 to 0.90 times average, 0.1% to 20.7%
Remain Stable	-	Zero
Slow Decline	-	Less than zero

For most occupations, more openings are the result of workers leaving the labor force (attrition) or changing occupations than of industry growth. Replacement openings are numerous in occupations with relatively low training.

Size of Occupation

This term is used to describe the size of a particular occupation as it relates to the estimated total number of workers in the Golden Sierra area (Alpine, El Dorado, Nevada, Placer, and Sierra Counties). Occupational size for this report is measured using the following scale:

1998 Size of Occupation			1999 Size of Occupation		
Small	-	less than 222 workers	Small	-	less than 230 workers
Medium	-	222 to 443 workers	Medium	-	230 to 459 workers
Large	-	444 to 962 workers	Large	-	460 to 996 workers
Very Large	-	more than 962 workers	Very Large	-	more than 996 workers
2000 Size of Occupation					
		Small	-		less than 238 workers
		Medium	-		238 to 475 workers
		Large	-		476 to 1030 workers
		Very Large	-		more than 1030 workers

Also shown are the percentages of males and females reported to be employed in this occupation.

Supply/Demand Assessment

The terms presented in this section of the summary refer to the relative difficulty employers experience in locating qualified applicants for entry-level and experienced positions in the occupation. The terms used to describe the supply/demand situation found in the area are currently defined as follows:

1998 Supply/Demand Terminology

Great Difficulty	Demand is considerably greater than supply of qualified applicants. Employers often cannot find qualified applicants when an opening exists. Job market is very good.
Some Difficulty	Demand is somewhat greater than the supply of qualified applicants. Employers may have some difficulty finding qualified applicants at times. Job market is good.
Little Difficulty	Supply is somewhat greater than demand for qualified applicants, and applicants may experience competition in job seeking. Job market is competitive.
No Difficulty	Supply of qualified applicants is considerably greater than demand, creating a very competitive job market for applicants. Job market is very competitive.

1999 and 2000 Supply/Demand Terminology

Very Difficult	Employer demand is considerably greater than supply of qualified applicants. Employers often cannot find qualified applicants when an opening exists. Qualified applicants encounter little competition in their job search.
Moderately Difficult	Employer demand is somewhat greater than the supply of qualified applicants. Employers may have some difficulty finding qualified applicants at times. Applicants encounter some competition in their job search.
Not Difficult	Supply of qualified applicants is considerably greater than demand, creating a very competitive job market for applicant.

Hiring Methods surveyed include In-house Promotions or Transfers, Newspaper Ads, Internet, EDD, Walk-in Applicants, Colleges/Universities, School/Program Referrals, Union Hall Referrals, Employee Referrals, Private Employment Agencies, Trade Journals, and Other. When Other had a response, the Other category was included in the responses by replacing another hiring method category having no responses.

Where the Jobs Are

Information on the major industries employing each occupation is based on the Golden Sierra “Projections for Employment” provided by EDD/LMID. The terms used in this section are taken from the Standard Industrial Classification (SIC) Manual. Usually, the top four or five industries are reported, in addition to the Other category. The Other category includes all the other industries too numerous to identify.

Other Information

This section shows survey information regarding the shifts (shown for 1999 and 2000), hours worked, and any additional wage information from the employers responding to the survey. Other sources of information include CA Occupational Guide # from the June 1998 edition of the California Occupational Guide and DOT Code # from the Dictionary of Occupational Titles, Revised 4th Edition.

When reference is made to “most,” “many,” or “some,” the following guidelines apply:

All Employers	-	100%
Almost All Employers	-	80% up to but not including 100%
Most Employers	-	60% up to but not including 80%
Many Employers	-	40% up to but not including 60%
Some Employers	-	20% up to but not including 40%
Few Employers	-	Less than 20%

Employer Requirements

Training and Experience

This section presents the percentages of employers surveyed who require work experience as a prerequisite for employment and accept training as a substitute for

required experience.

Qualifications

Skills for the occupations in this report are grouped into three categories: Technical, Physical, and Personal. Information in this section was collected from the CCOIS Skills by Occupation Report.

Licensing

When licensing is required for an occupation, the requirements are included in the Qualifications section of the occupational summary.

Education

While minimum educational requirements have been shown as employers expressed them, these educational requirements are not always essential for the performance of job duties. Because the lack of education will create a barrier with some employers, employers' educational statements have been included in this report. In 1998, employers were asked if employees had some college but no degree. In 1999 and 2000, employers were not asked if the employees had some college but no degree.

PROGRAM METHODS

Occupational Selection

A multi-step process was used to select the occupations for the 1998, 1999, and 2000 projects.

To narrow the list of potential occupations to be surveyed, Golden Sierra and Labor Market Information Division of the State of California established criteria which an occupation had to meet:

- Training should be required for entry into the occupation.
- Occupations should provide needed occupational information for potential users.
- Occupations should be defined by the OES classification system and/or Dictionary of Occupational Titles. Exceptions may be approved by the Labor Market Information Division.

Using the above criteria, Golden Sierra staff was able to put together a preliminary list of occupations. This preliminary list was sent to community members who are potential users of labor market information. These individuals were asked to supply comments and recommendations. Valuable input was received from the community members.

Using the local input from potential users in conjunction with the established guidelines, Golden Sierra staff selected the occupations for inclusion in the 1998, 1999, and 2000 surveys.

Definitions of Occupations

An occupation has a name or title and a description of the job that identifies the various activities and functions of a worker. In other words, occupations represent what workers do. Job Classifications used in this program are derived from the Occupational Employment Statistics (OES) classification system and the Dictionary of Occupational Titles (DOT) developed by the U. S. Department of Labor's Bureau of Labor Statistics (BLS). Labor market information users find these occupational data sources comprehensive and economically useful. If a DOT code definition does not describe an

occupation accurately, the DOT definition may be modified slightly to more closely represent the occupation. This new definition is considered to be a Modified DOT Code. The last three digits of a Modified DOT Code are always 999.

Survey Sample Selection

After the occupations were selected and defined, an employer sample was developed for each occupation.

An important consideration in determining the sample was to accurately represent both businesses and workers. To accomplish this, businesses are assigned to one or more of nine major industry groups (agriculture, retail sales, manufacturing, construction, etc.), utilizing the Standard Industrial Classification (SIC) Codes. Assignments to the industrial groups are determined by examining the economic activity (products or services produced) in which the business is engaged. The businesses in the sample should reflect the incidence of workers within the industry group.

Employment Development Department staff of Labor Market Information Division, using detailed databases on employers and occupational staffing within industries, chose a representative sample of employers for each of the occupations. Each occupation sample was assigned 40 active employers; however, some occupations had fewer. This sample was carefully reviewed by Golden Sierra staff, and employers were added and deleted as appropriate.

Questionnaire Development

Separate questionnaires were developed for each of the occupations. The Employment Development Department developed the framework of questions to be asked. Some questions, which were reviewed by the Golden Sierra staff, were asked for all occupations.

Survey Procedures

Golden Sierra used the following survey procedures:

- Golden Sierra called the employers of a sample to ask if they would be willing to participate in this survey process.
- A cover letter introducing the survey, and a survey were then sent to each active employer in the sample. The letter explained the purpose and methods of the survey. The confidentiality of the information was clearly expressed to the employers.
- If an employer did not respond to the mailing, Golden Sierra staff would again contact them by phone to request their cooperation in this survey.
- If a sufficient number of responses (50%) could not be obtained in a reasonable time with the employers in the active sample, employers from the inactive list could be contacted or staff could use their own knowledge of local firms, yellow pages, or local Chambers of Commerce to add to the list.
- All surveys were reviewed by the Golden Sierra staff to monitor for accuracy and completeness. Employers were contacted if the answers to the survey questions were unclear or conflicted with other answers or information.
- To acquire additional information about the occupations, Golden Sierra contacted training providers and schools.

Tabulation and Results

The survey responses were entered into a database and tabulations were prepared. From those tabulations the data was analyzed and final occupational summaries were prepared by Golden Sierra staff. Each occupational summary provides information on training and hiring requirements, size of occupation, employment trends, supply/demand assessment, wages and fringe benefits, and other information. Specific employer information is and will remain confidential.

ALL RESPONSES ARE KEPT STRICTLY CONFIDENTIAL

Whom should we contact with any further questions?

Name: _____

Position: _____

Phone: _____ Fax: _____

Occupation: 553350998 Customer Service Representative		
Customer Service Representatives talk with customers to find solutions to customers' problems. They may work at a professional, or clerical level. Customer Service Representatives at clerical levels deal with complaints about products or billing or receive orders for products or services. Representatives at professional levels most often employed with companies selling complex products, such as computers. They answer questions and investigate and correct errors. They may train customers in the use of the product or interpret customer need to technical staff.		
Does your firm employ any individual performing the duties in the occupation described above? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes , please complete this survey for the occupation described. If no , please return this questionnaire to the above address. If your firm has multiple locations, please confine your answers to locations in your county .		
1. What job title(s) does your firm use for these duties ?	Job Title(s):	
2. a. How many employees does your firm currently have in this occupation ?	Number of Employees:	
b. In this occupation , how many are:	Number of Males:	Number of Females:
c. In this occupation , how many current employees are there and on average how many weekly hours do they work?		
Regular, Full Time:	Number of Employees:	Average Weekly Hours Worked:
Regular, Part Time:	Number of Employees:	Average Weekly Hours Worked:
Temporary/On Call:	Number of Employees:	Average Weekly Hours Worked:
Seasonal:	Number of Employees:	Average Weekly Hours Worked:
3. In your firm, what shifts are available for this occupation ? (check all that apply)	<input type="checkbox"/> Day <input type="checkbox"/> Swing <input type="checkbox"/> Graveyard <input type="checkbox"/> Other: Please specify _____	
4. Has your firm hired in this occupation within the last 12 months?	<input type="checkbox"/> Yes <input type="checkbox"/> No	
If yes, how many were hired to fill:		
vacancies resulting from promotions within your firm?		
vacancies resulting from people in permanent positions leaving your firm?		
new permanent positions resulting from growth?		
temporary, on call, or seasonal positions?		
5. a. During the last 12 months, did your firm's employment in this occupation : (Check one)	<input type="checkbox"/> Decline <input type="checkbox"/> Remain Stable <input type="checkbox"/> Grow	
b. Over the next 24 months, do you expect your firm's employment in this occupation to: (Check one)	<input type="checkbox"/> Decline <input type="checkbox"/> Remain Stable <input type="checkbox"/> Grow	
6. When you hire applicants for this occupation , is prior experience in this occupation required? If yes or preferred , how much experience in this occupation is required/preferred? Is experience in other occupations accepted?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not required, but preferred _____ (months) <input type="checkbox"/> Yes <input type="checkbox"/> No Please specify below: Occupation: _____ (months)	
7. If prior experience is required when you hire applicants for this occupation , please indicate how difficult it is for your firm to find fully qualified applicants. (Circle one)		
Not Difficult 1 2 3 4 Difficult		
8. If prior experience is <u>not</u> required when you hire applicants for this occupation , please indicate how difficult it is for your firm to find qualified applicants. (Circle one)		
Not Difficult 1 2 3 4 Difficult		

9. Does your firm accept training as a substitute for experience in this occupation? If yes, how many months of training can generally be substituted?		<input type="checkbox"/> Yes <input type="checkbox"/> No _____ (months)						
10. Is technical or vocational training required prior to employment in this occupation ? If yes or preferred, what kind of training is required ?		<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not required, but preferred _____ (months)						
11. What is the minimum level of education your firm requires when hiring an applicant in this occupation ? (Check one).								
<input type="checkbox"/> Less than high school diploma <input type="checkbox"/> High school diploma or equivalent <input type="checkbox"/> Associate Degree (2 year) <input type="checkbox"/> Bachelor Degree (4 year) <input type="checkbox"/> Graduate Study								
12. What is the usual income earned by your firm's employees in this occupation at the following levels of skills and experience?		For other compensation, please indicate the average overall earnings and types(s) of compensation.						
<ul style="list-style-type: none"> • New hires, no experience (trained or untrained): • New hires who are experienced: • Experienced employees after 3 years with your firm: <p style="text-align: center;">(Please check one)</p>	<u>Base Wage or Salary</u> \$ _____ \$ _____ \$ _____ <input type="checkbox"/> Hour <input type="checkbox"/> Week <input type="checkbox"/> Month <input type="checkbox"/> Year	<u>Other Compensation</u> \$ _____ \$ _____ \$ _____ <input type="checkbox"/> Hour <input type="checkbox"/> Week <input type="checkbox"/> Month <input type="checkbox"/> Year	<u>Type of Compensation</u> <input type="checkbox"/> Commission <input type="checkbox"/> Tips <input type="checkbox"/> Bonus <input type="checkbox"/> Piece Rate <input type="checkbox"/> Other Specify: _____					
13. Are the wages for employees in this occupation subject to a collective bargaining or union agreement? If yes, what is the name of the union or local number?			<input type="checkbox"/> Yes <input type="checkbox"/> No _____					
14. Please check which benefits your firm offers full-time (FT) and part-time (PT) employees in this occupation and which best describes who pays for them:								
	<u>Employer Pays All</u>		<u>Share Cost</u>	<u>Employee Pays All</u>	<u>Not Provided</u>			
	FT	PT	FT	PT	FT	PT	FT	PT
Medical Insurance	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Dental Insurance	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Vision Insurance	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Life Insurance	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Sick Leave	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Vacation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Retirement Plan	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Child Care	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Other (Please Specify): _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
15. a. Does your firm ever promote employees in this occupation to higher level positions? If yes, what are the titles of the positions to which they may be promoted?					<input type="checkbox"/> Yes <input type="checkbox"/> No _____			
b. What skills are important for career advancement?					_____			
16. What computer software skills, if any, does your firm seek in applicants for this occupation ? (Please check all that apply)								
Specify software names: <input type="checkbox"/> None								
<input type="checkbox"/> Word Processing <input type="checkbox"/> Spreadsheet <input type="checkbox"/> Database <input type="checkbox"/> Desktop Publishing <input type="checkbox"/> Other: _____								
17. What other new skills are needed to perform the duties of this occupation? _____								
18. When your firm hires employees for this occupation , which are the top three most successful recruitment methods?								
<input type="checkbox"/> In-house promotions or transfers <input type="checkbox"/> Newspaper ads <input type="checkbox"/> Internet <input type="checkbox"/> EDD <input type="checkbox"/> Walk-in applicants <input type="checkbox"/> Colleges/Universities <input type="checkbox"/> School/program referrals <input type="checkbox"/> Union hall referrals <input type="checkbox"/> Employee referrals <input type="checkbox"/> Private employment agencies <input type="checkbox"/> Trade journals <input type="checkbox"/> Other (Please specify): _____								
19. Are you aware of any new, changing, or emerging occupations in your industry? Please specify:					<input type="checkbox"/> Yes <input type="checkbox"/> No _____			
Would you like to receive a complimentary copy of the survey results for this occupation?							<input type="checkbox"/> Yes <input type="checkbox"/> No	



Please return completed questionnaire to:

Golden Sierra Job Training Agency

117 New Mohawk Rd., Ste. E

Nevada City CA 95959

Phone: (530) 265-3201

Fax: (530) 265-5297

ALL RESPONSES ARE KEPT STRICTLY CONFIDENTIAL

Whom should we contact with any further questions?

NAME: _____

POSITION: _____

PHONE: _____

FAX: _____

Please complete this questionnaire for the occupation described below. If you have multiple locations, please confine your answers to locations in **your county**. Please call the number above if you have questions.

BOOKKEEPING, ACCOUNTING, AND AUDITING CLERKS, INCLUDING BOOKKEEPERS

Bookkeeping, Accounting, and Auditing Clerks, including Bookkeepers, compute, classify, and record numerical data to keep sets of financial records complete. They perform any combination of routine calculating, posting, and verifying duties to obtain primary financial data for use in maintaining accounting records. They may also check the accuracy of figures, calculations, and postings pertaining to business transactions recorded by other workers. Please do not include individuals whose primary duty is operating special office machines.

1. What job title(s) do **you** use for these duties _____ 005

2. How many employees do you **currently** have in this occupation? _____ 010
How many of these fall within each of the following categories, and how many hours per **week** do they work, on average?

NUMBER OF EMPLOYEES

AVERAGE WEEKLY HOURS

Regular, Full Time:

--	--	--	--

590

Regular, Part Time:

--	--	--	--

650

Temporary Or On-Call:

--	--	--	--

630

Seasonal:

--	--	--	--

610

--	--

591

--	--

651

--	--

631

--	--

611

3. Of the people you have hired into this occupation over the last 12 months, how many were hired to fill:

vacancies resulting from promotions within your firm?

--	--	--	--

031

vacancies resulting from people in permanent positions leaving your firm?

--	--	--	--

032

new permanent positions resulting from growth?

--	--	--	--

030

temporary or seasonal positions?

--	--	--	--

033

4. Of the employees you currently have in this occupation, how many are: **MALE?** _____ 060 **FEMALE?** _____ 061

5. During the last year, did your firm's employment in this occupation: (Please Check One)

DECLINE ☐ 480 3

REMAIN STABLE ☐ 480 2

GROW ☐ 480 1

Why? _____ 481

6. Over the next three years, do you expect your firm's employment in this occupation to: (Please Check One)

DECLINE ☐ 740 3

REMAIN STABLE ☐ 740 2

GROW ☐ 740 1

Why? _____ 741

7. Are your employees in this occupation members of a union? (Please Check One) **YES** ☐ 300 1 **NO** ☐ 300 2

8. For the people you hire into this occupation, is previous experience required? (Please Check One)

NEVER ☐ 390 4

SOMETIMES ☐ 390 3

USUALLY ☐ 390 2

ALWAYS ☐ 390 1

9. If you require previous experience, what jobs can it be in and how many months of experience meet your qualifications?

(Job Title) 414

(Months of Experience) 416

(Job title) 415

(Months of Experience) 417

10. How difficult is it to find **fully experienced and qualified** applicants? (Please Check One)

NOT DIFFICULT ☐ 721 1 A LITTLE DIFFICULT ☐ 721 2 SOMEWHAT DIFFICULT ☐ 721 3 VERY DIFFICULT ☐ 721 4

11. If you ever hire **inexperienced** applicants (trained or untrained), how difficult is it to find applicants who meet your hiring standards? (Please Check One)

NOT DIFFICULT ☐ 731 1 A LITTLE DIFFICULT ☐ 731 2 SOMEWHAT DIFFICULT ☐ 731 3 VERY DIFFICULT ☐ 731 4

12. Is training acceptable as a substitute for experience? (Please Check One)

NEVER ☐ 391 4 SOMETIMES ☐ 391 3 USUALLY ☐ 391 2 ALWAYS ☐ 391 1

13. If training or certification is required prior to employment, please describe what is needed and how much.

(Training or Certification Needed) 153 _____ 156
(Months of Training)

14. What level of formal education do most of your recently hired employees in this occupation have? (Please Check One)

LESS THAN HIGH SCHOOL <input type="checkbox"/> 140	ASSOCIATE (2 YEAR) DEGREE <input type="checkbox"/> 142
HIGH SCHOOL OR EQUIVALENT <input type="checkbox"/> 141	BACHELOR (4 YEAR) DEGREE <input type="checkbox"/> 144
SOME COLLEGE, BUT NO DEGREE <input type="checkbox"/> 157	GRADUATE STUDY <input type="checkbox"/> 158

15. What type of computer software skills, if any, do you seek in applicants for this occupation? (Please check all that apply)

WORD PROCESSING ☐ 051 SPREADSHEET ☐ 050 DATABASE ☐ 052 DESKTOP PUBLISHING ☐ 053

Other (Please Specify): _____ 054 _____ 055

16. Over the next three years, what new skills are needed to perform the functions of this occupation and what skills are becoming obsolete?

NEW SKILLS:	OBSOLETE SKILLS:
_____ 460	_____ 462
_____ 461	_____ 463

17. What is the usual income earned by your employees in this occupation at the following levels of skill and experience? Please separate the base wage or salary from tips and commissions, if applicable.

	BASE WAGE OR SALARY	TIPS OR COMMISSIONS
New Hires With No Experience (Trained or Untrained):	\$ _____ 550	\$ _____ 553
New Hires Who Are Experienced:	\$ _____ 551	\$ _____ 554
Experienced Employees After Three Years With Your Firm:	\$ _____ 552	\$ _____ 555

		BASE WAGE OR SALARY	TIPS OR COMMISSIONS
Per: (Please Check One)		HOUR <input type="checkbox"/> 556 H WEEK <input type="checkbox"/> 556 W	HOUR <input type="checkbox"/> 557 H WEEK <input type="checkbox"/> 557 W
		MONTH <input type="checkbox"/> 556 M YEAR <input type="checkbox"/> 556 A	MONTH <input type="checkbox"/> 557 M YEAR <input type="checkbox"/> 557 A
Other(Please specify)		_____ <input type="checkbox"/> 556 O	Other _____ <input type="checkbox"/> 557 O

18. Does your firm offer benefits to employees in this occupation? (Please Check One)

If yes, please specify: (Please Check All That Apply)

	FULL-TIME	PART-TIME		FULL-TIME	PART-TIME
MEDICAL INSURANCE <input type="checkbox"/> 573	<input type="checkbox"/> 583	PAID SICK LEAVE <input type="checkbox"/> 571	<input type="checkbox"/> 581		
DENTAL INSURANCE <input type="checkbox"/> 574	<input type="checkbox"/> 584	PAID VACATION <input type="checkbox"/> 570	<input type="checkbox"/> 580		
VISION INSURANCE <input type="checkbox"/> 575	<input type="checkbox"/> 585	RETIREMENT PLAN <input type="checkbox"/> 572	<input type="checkbox"/> 582		
LIFE INSURANCE <input type="checkbox"/> 576	<input type="checkbox"/> 586	CHILD CARE <input type="checkbox"/> 577	<input type="checkbox"/> 587		
Other (Please Specify): _____ 578		_____ 588			

19. Do you ever promote employees from this occupation to higher level position? (Please Check One)

If yes, please specify: _____ 510

YES ☐ 514 1 NO ☐ 514 2

20. When you recruit employees for this occupation, which of the following methods do you **primarily** use ? (Check all that apply)

EMPLOYEES' REFERRALS <input type="checkbox"/> 371	PUBLIC SCHOOL OR PROGRAM REFERRALS <input type="checkbox"/> 376
RECRUIT VIA NEWSPAPER ADS <input type="checkbox"/> 372	PRIVATE SCHOOL REFERRALS <input type="checkbox"/> 377
PRIVATE EMPLOYMENT AGENCIES <input type="checkbox"/> 373	EMPLOYMENT DEVELOPMENT DEPT. <input type="checkbox"/> 374
HIRE UNSOLICITED APPLICANTS <input type="checkbox"/> 379	UNION HALL REFERRALS <input type="checkbox"/> 378
IN-HOUSE PROMOTION OR TRANSFER <input type="checkbox"/> 370	Other(Please specify): _____ <input type="checkbox"/> 380

THANK YOU FOR YOUR COOPERATION !

Would you like to receive the outlook summary for this or any other occupation? (Please check one) YES ☐ 382 1 NO ☐ 382 2

GOLDEN SIERRA'S OCCUPATIONS SURVEYED 1990 - 2000

Accountants and Auditors – 93 - 98	Dental Lab Technician, precision - 94
Animal Health Technicians – 96 - 00	Desktop Publishing – 90 - 98
Appraisers - Real Estate - 95	Drafters – 91
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Automotive Body Repair - 92 – 96 - 00	Drywall Installers - 91
Automotive Mechanics - 92 – 96 - 00	Electrical/Electronic Engineering Technicians - 90 - 93 -96
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Bartenders - 92 - 96	Electricians - 92 - 96
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Bookkeeping/Accounting/Auditing Clerks – 90 - 94 - 98	Electronic Home Entertainment Equipment Repairs - 90
Bus and Truck and Diesel Engine Specialists - 93	Emergency Medical Technician / Paramedic - 91
Butchers and Meat Cutters - 93	Excavating and Loading Machine Operators - 97
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Carpenters - 90 – 93 - 98	Firefighters - 92 - 97
Cashiers - 91 – 95 - 99	First Line Supervisors – 97
Child Care Workers - 90 – 94 – 98	Forklift Operators - 99
Clergy - 98	Food Preparation Workers - 92 - 96
Computer Aided Design Technicians – 96 - 00	Food Service Managers - 93 - 97
Computer Engineers – 97	Gardeners, Groundskeepers - Except Farm - 95
Computer Graphics Specialists - 00	General Office Clerks - 91 – 95 - 99
Computer Operators -Except Peripheral Equipment – 90	Guards and Watch Guards - 93
Computer Programmers, Including Aides - 00	Hairdressers, Hair stylists and Cosmetologists - 91
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Construction Manager - 94	Hotel Desk Clerks - 90 - 97
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Cooks - Short Order – 94 - 98	Instructional Aides - 92 – 96 - 00
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Dental Hygienists - 92 - 96	Laundry and Dry-Cleaning Machine Operators - 95

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Managers, Retail Store - 00	Secretaries, General - 90 – 93 - 98
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Medical and Clinical Lab Technicians - 93	Social Workers – Except Medical and Psychiatric – 99
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